

SCHOLASTIC

SLIDE SHOPTM

by
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USER'S GUIDE

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CONTENTS

Introduction	7
How Does It Work?	8
How Can You Use <i>Slide Shop</i> ?	8
What You'll Need	9
What's in the <i>Slide Shop</i> Package?	9
How to Use this Manual	10
 Getting Started	
The Demo Slide Show	11
Loading the Program	11
Working with <i>Slide Shop</i>	12
Help	13
Creating a Show Disk	13
Text vs. Graphic Slide	14
Creating a Slide Presentation: A Quick Guide	15
 Tutorial	17
Step A: Loading the Program	18
Step B: Opening Menus and Selecting Items	18
Step C: Creating the First Slide	19
Step D: Creating the Second Slide	23
Step E: Creating the Third Slide	26
Step F: Creating the Fourth Slide	30
Step G: Creating the Fifth Slide	31
Step H: Creating a Script	34
Step I: Previewing and Saving Your Script	37
Step J: Running the Sample Slide Show	38
 Reference Guide	41
PART 1: WORKING WITH <i>SLIDE SHOP</i>	42
Opening Menus and Selecting Menu Items	42
Escape	42
<i>Slide Shop</i> Help	42
Using <i>Slide Shop</i> with Other Disks	43
The Disk Menu	43
Show Disk and Disk Capacity	44
Creating a ProDOS Data Disk	45
Pointer Setup	45
Setting Up Your Printer	46
Quit	47

PART 2: WORKING WITH SLIDES	48
Creating a Slide	49
The TOOLS MENU	49
Border	51
Sound	52
Graphic Tools	53
Brush	54
Pen Line	54
Frame	55
Block	56
Ring	56
Oval	56
Flood Fill	57
Type	59
Copy	60
Paste	60
Clip Art	63
Graphic Background	64
Text Editor	65
The COLORS MENU	66
Ink Color	66
The <i>Slide Shop</i> Color Palette	67
Border Color	68
Text Background	68
Correcting Mistakes	69
Undo	69
Clear Screen	69
Previewing a Slide	70
Saving a Slide	71
Using <i>Slide Shop</i> with Other Programs and Utilities	71
Exporting a Slide Image	72
Importing a Slide Image	72
Using <i>SuperPrint</i> Graphics	72
Loading a Slide	73
Printing a Slide	73
Deleting a Slide	73

PART 3: WORKING WITH SCRIPTS	
Creating a New Script	74
Step I: Selecting the New Script Option	74
Step II: Selecting a Slide	75
Step III: Selecting an Effect	76
Changing a Slide or Effect	77
Inserting a Frame	77
Removing a Frame	77
Previewing a Script	78
The Slide Show Pointer	81
Saving a Script	81
Loading a Script	81
Printing a Script	81
Deleting a Script	81
 PART 4: PRESENTING A SLIDE SHOW	
Running a Slide Show Disk	82
Changing the Presentation Options	83
 PART 5: <i>SLIDE SHOP</i> GOES MULTIMEDIA!	
Sounding Off with <i>Slide Shop</i>	84
The Power of Printouts	84
Using <i>Slide Shop</i> with Your VCR	84
Using <i>Slide Shop</i> with Your Overhead Projector	85
<i>Slide Shop</i> as a Video Title Maker	85
Bonus Video Title Graphics Collection	85
 Teaching Guide	
Introduction	89
Special Events and Classroom Activities	93
<i>Slide Shop</i> Across the Curriculum	101
Using <i>Slide Shop</i> for School-Wide Displays	108
 Appendices	
Appendix A: Using the 3.5-inch Version of <i>Slide Shop</i>	111
Appendix B: Templates	113
Appendix C: Scenes	117
Appendix D: Fonts, Borders, and Sound	118
Appendix E: Clip Art	122

INTRODUCTION

Welcome to *Slide Shop*, the first desktop presentation program designed specifically for schools. As you will discover, *Slide Shop* opens an entirely new range of uses for computers in schools. Teachers, students, and administrators can use *Slide Shop* to create self-running lesson disks, titles for videotapes, printed handouts, and automatically-repeating video displays. With *Slide Shop*, you can also design computer presentations for school and community groups, and a wide variety of other classroom and administrative materials. *Slide Shop* creates all of these possibilities because it turns your school computer into something new—a multimedia production tool.

NOTE: For more information on using Slide Shop as a multimedia tool, see Part 5: Slide Shop goes Multimedia! at the end of the Reference Guide.

The slide screens that make up your *Slide Shop* presentations can include any combination of text, clip art, backgrounds, borders, or original art drawn with the built-in graphic tools. You can even add sound effects and music from *Slide Shop's* sound library, as well as special effects such as wipes, dissolves, and simple animation.

Slide Shop includes all the tools that you need to create professional-looking presentations:

- Multiple fonts, including 24-point "headline" type.
- A large collection of presentation clip art, plus compatibility with *Print Shop*™ clip art, and the option to create your own clip art.
- A complete set of graphic tools, including line drawing, frames, and boxes.
- A sound library that includes music, sound effects, and digitized sounds.
- A collection of decorative borders to frame your slides and to add continuity to your presentations.
- More than 40 special effects transitions (wipes, dissolves, flicker animation, etc.).
- A Scriptwriter that makes it fast and easy to experiment with different effects and sequences for your slides.
- The option to print slides on selected printers in two sizes for use as handouts or transfers to overhead transparencies.
- A print script function.
- Optional joystick, mouse, or graphics tablet (touchpad) input.
- Ability to import graphics from other programs and to export *Slide Shop* screens to other graphics programs.

Even though it includes many powerful options, *Slide Shop* is very simple to use. Pull-down menus make it easy to select features, and prompts guide you through each function. The *Slide Shop* program even includes a sample slide presentation that shows you how it's done. To see the sample show, load *Slide Shop* and select Slide Shop Help from the APPLE MENU.

How Does It Work?

Producing a slide show is a simple, three-step process:

1. Create a *Slide Shop* Show disk for storing your presentation.
2. Create your slides using the program's built-in fonts, backgrounds, borders, clip art, drawing tools, music, and sound effects.
3. Use the *Slide Shop* Scriptwriter to sequence your slides and add exciting special effects. Then preview and edit your presentation until it's just right!

Because *Slide Shop* Show disks are self-booting, you do not need the program disk to display your presentation. Simply place the Show disk in a drive and turn on your computer. You can display your slide show on a standard computer monitor or large screen projector. You can also record the show on videotape.

How Can You Use *Slide Shop*?

Slide Shop provides an easy and fast way to create presentations for a wide range of teaching, administrative, and extra-curricular applications. Here are some suggestions:

- Create dynamic lesson disks that present key concepts graphically and in a structured sequence.
- Display informative, self-running slide shows of school news and announcements.
- Set up welcoming displays with school achievements for Parents Visiting Day and Open School nights.
- Create slide shows, printed handouts, and transparencies to accompany presentations to school boards, PTA's, and community groups.
- Design animated, self-running Story disks.
- "Slide Mail"—Show disks that students can send to "slide pals" located in other schools, states, or even countries.
- Create title sequences for teacher or student produced videotapes.
- Prepare attention-getting visuals to accompany student reports.
- Set up lobby displays to promote upcoming athletic games and other extra-curricular events (school dances, club meetings, bake sales, etc.).
- Advertise sports events.
- Highlight students and their accomplishments.
- Alert staff and students to dramatic presentations and musical events.
- Spotlight winning clubs—debate, chess and other school and extra-curricular activities.
- Use visuals to convince those in charge to build a new gym, add a course, provide a service, etc.
- Prepare Show disks or VCR tapes for local businesses as a fund raiser.
- Simulate the board room or sales meeting in Business Education class.
- Remind students about special tests and important school events.
- Create informational presentations for your local cable station.

Teachers in particular should think of *Slide Shop* Show disks as a new type of teaching resource. For more information and additional classroom applications, see the Teaching Guide section of this handbook.

What You'll Need

To work with *Slide Shop* you'll need:

- An Apple *I*le with 128K, *II*c, or *II*GS
- A monitor
- At least one disk drive (a second drive is recommended)
- *Slide Shop* Master disk and Graphic Backgrounds; Fonts, Borders, Sound; and Clip Art disks
- A blank disk for storing your *Slide Shop* presentations

Optional:

- Joystick, mouse or touchpad
- Printer
- Second disk drive

What's in the *Slide Shop* Package?

The *Slide Shop* Package contains:

- The Master disk that contains the *Slide Shop* program and the Demo Slide Show
- *Slide Shop* Graphic Backgrounds disk
- *Slide Shop* Fonts, Borders, Sound, and Clip Art disk
- User's Handbook

NOTE: The disk configuration is different for the 3.5-inch version of *Slide Shop*. If you have purchased the 3.5-inch disk version of *Slide Shop*, be sure to read Appendix A, *Using the 3.5-inch Disk Version of Slide Shop*.

How to Use This Manual

This manual is divided into four parts:

1. Getting Started teaches you how to load the program and create a Show disk. It also introduces you to the basic features of the *Slide Shop* program. If you have some experience working with pull-down menus and drawing programs, the Getting Started section may be all the information you need to create *Slide Shop* presentations.
2. The Tutorial leads you step-by-step through the process of creating a *Slide Shop* presentation. It should take about 30 minutes to complete the Tutorial.
3. The Reference Guide provides detailed instructions for using each of the program's features.
4. The Teaching Guide provides classroom activities and suggested school uses for *Slide Shop*.

To see the types of presentations that you can create, see the Demo Slide Show on Side 2 of the Master disk.

When you are ready to work with *Slide Shop*, begin by reading the Getting Started section. Then work through the Tutorial. If you want to learn more about any of the program's features, consult the Reference Guide. Before using the program with students, be sure to review the Teaching Guide.

GETTING STARTED

The Demo Slide Show

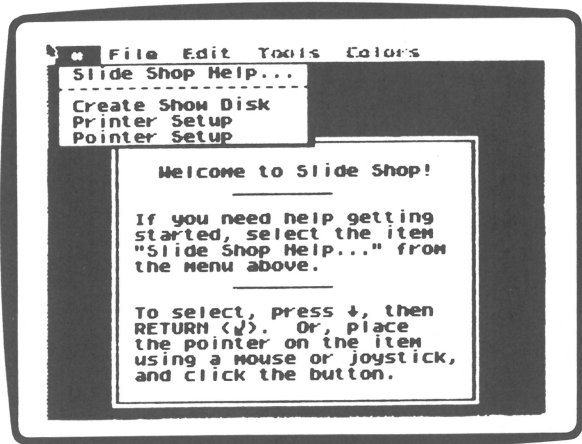
Like all *Slide Shop* presentations, the Demo show is self-running. To see the Demo, place the Master disk in a drive with the label facing down and turn on your computer. Then press the Space Bar to begin the presentation.

NOTE: If you are using a 3.5-inch drive, load the Slide Shop disk. Once the program loads, choose Demo Slide Show from the menu that opens.

Loading the Program

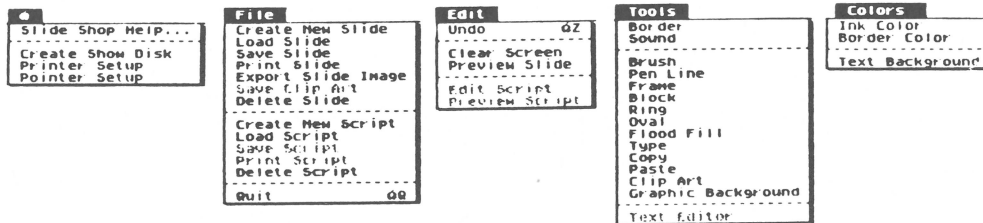
To load the *Slide Shop* program, follow these instructions:

1. Insert the *Slide Shop* Master disk (Disk A) with the label facing up in Drive 1 and close the drive door.
2. Turn on your monitor and your computer. If the computer is already on, press the Control, Apple and Reset keys at the same time.
3. In a few seconds the title screen will appear, followed by the opening screen. Once you see the opening screen, you are ready to begin working with *Slide Shop*.



Working with *Slide Shop*

The Apple icon and the headings at the top of the screen make up the *Slide Shop* Menu Bar. Each Menu heading indicates a pull-down menu below.



NOTE: The 3.5-inch disk includes an additional feature on the APPLE MENU called *Demo Slide Show*. Clicking on this item will start the *Demo Slide Show*. For more information on the 3.5-inch version, See Appendix A.

Slide Shop works with the keyboard, joystick, mouse or touchpad. Though each device works in a slightly different manner, there are basically two ways to make selections from *Slide Shop*:

1. Use the Arrow keys to highlight the menu headings at the top of the screen. When highlighted, the pull-down menu will automatically open below. To select a menu item, highlight it using arrow keys. Then press the Return key.

OR

2. Use your pointing device (mouse, joystick, or touchpad) to point to the menu heading at the top of the screen. Then click the button on your mouse, joystick, or touchpad to open the pull-down menu. (The button on your mouse, joystick, or touchpad is referred to as the Action Button.) To select a menu item, point to the item and click (press and release) the Action Button.

Selecting an item in either manner is often referred to as "clicking" an item.

NOTE: At any point in the program, the available menus and menu items will appear in boldface on your screen. Items that are dimmed on the menu are not currently available.

When using the Keyboard to draw, the Apple keys work the same way as the Action Button on the mouse, joystick, or touchpad. You must hold down the Apple key as you draw with the arrow keys, and press the Apple key to stamp clip art on the screen.

NOTE: When using the Keyboard with the drawing tools, you can toggle between fast and slow cursor movement by pressing the Space Bar.

Help

The *Slide Shop* program contains a built-in slide show that introduces the basic features of the *Slide Shop* program. To see the slide show, load the program and click on Slide Shop Help from the APPLE MENU.

If you do not want to watch the entire slide show, press Esc to cancel the show. To Jump to a different slide, press J. A window containing the list of slides in the show will appear on your screen. The titles of the slides suggest the information on each slide. Click on the slide that you want to examine. If the information you are seeking is not contained in the slide show, consult the Reference Guide section of this handbook.

Creating a Show Disk

Slide Shop saves its slides and scripts on specially formatted Show disks. Because these Show disks are self-booting, you do not need the program disk to display your slide presentations. There is even a special "recycle" option that lets you load your Show disk and have your presentation automatically run and rerun indefinitely!

NOTE: If you are using the 3.5-inch version of Slide Shop, see the section on Creating a Show Disk in Appendix A.

To create a Show disk:

1. Select Create Show Disk from the APPLE MENU.
2. A menu will appear asking you to indicate the drive in which you want to create your Show disk.
 - If you have two disk drives, select Drive 2.
 - If you have one disk drive, select Drive 1.
3. The program will prompt you to insert a blank disk in the drive you selected in Step 2, and click on OK.

NOTE: You'll notice the Carriage Return symbol next to OK. This means that pressing the Return key has the same effect as clicking on OK.

4. If you have inserted a disk which is not blank, the program will ask if it is OK to copy over the disk.
 - If you would rather not erase the contents of the disk, click on Cancel or press Esc to return to the main Menu Bar, where you can repeat the process using a different disk.
 - If you don't mind erasing the disk, click on OK or press Return to begin creating a Show disk.
5. The program will format your new Show disk. After the disk has been formatted, you will be asked to insert Side 2 of the Master disk or a current Show disk. The first time you create a Show disk you will need to use the Demo Slide Show located on Side 2 of the Master disk. After that, you can use either the Demo Slide Show or any existing Show disk.

6. If you have two disk drives, insert the Master disk with the label facing down (or any existing Show disk) in Drive 1. Then click on OK or press Return.

If you have one disk drive, remove the Show disk that you are creating and insert the Master disk with the label facing down (or any existing Show disk) in the disk drive. Then click on OK or press Return.

7. The program will copy files from the existing Show disk onto your new Show disk.

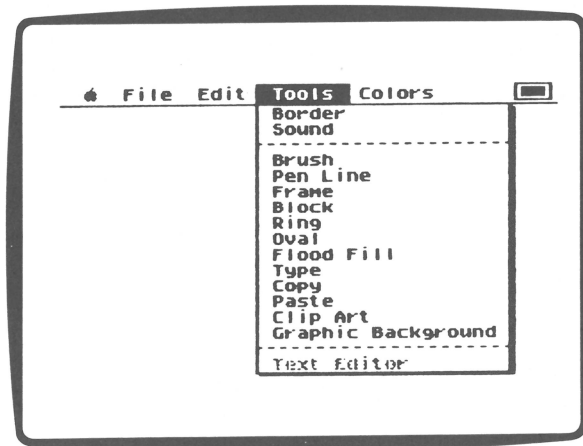
If you have one disk drive, you will need to swap disks several times. Each time the program asks for the new Show disk, insert the disk you are creating. Each time the program asks for Side 2 of the *Slide Shop* Master disk, insert it (or any other existing Show disk).

8. Finally, you will see the message "Cleaning Up." Then the main Menu Bar will reappear.

The disk is now ready to use as a Show disk.

Text vs. Graphic Slide

Slide Shop lets you choose between two types of slides: Graphic slides and Text slides. Graphic and Text slides are stored in different formats on your Slide Show disk. In addition, different Tools are available for each type of slide.



Notice that the TOOLS MENU is divided into three sections. The first section, the section above the first dotted line, contains Tools that are available with both Text and Graphic slides. The second section, between the dotted lines, contains Tools that are available only with Graphic slides. The third section contains the Text Editor which is available only when creating Text slides.

How Do You Determine Which Type of Slide You Should Choose?

With both Text and Graphic slides, you can select from *Slide Shop's* collection of decorative borders and its sound library filled with sound effects, digitized speech and music.

To choose between Graphic and Text slides, follow these guidelines:

- Select Graphic Slide when you want to add graphics to your slide. With Graphic slides, you can use the complete set of *Slide Shop* drawing tools and select from a variety of type fonts. You can also select from dozens of full-screen backgrounds, as well as from the *Slide Shop* and *Print Shop™* clip art libraries.
- Select Text Slide when your slide consists primarily of text. With Text slides you can use several special text fonts and the Text Editor, a built-in word processor that facilitates text creation. In addition, Text slides are stored in a compressed format that saves space on your Show disk. This can be very important if you are creating a slide show with a large number of slides.

Because Text slides save disk space, you should use them instead of Graphic slides whenever possible. Of course, you can mix Text and Graphic slides in the same presentation.

Creating a Slide Presentation: A Quick Guide

The outline that follows lists the basic steps involved in creating a *Slide Shop* slide show. For more detailed instructions and information, consult the Tutorial or Reference Guide.

I. Create a Show disk for storing your slide show.

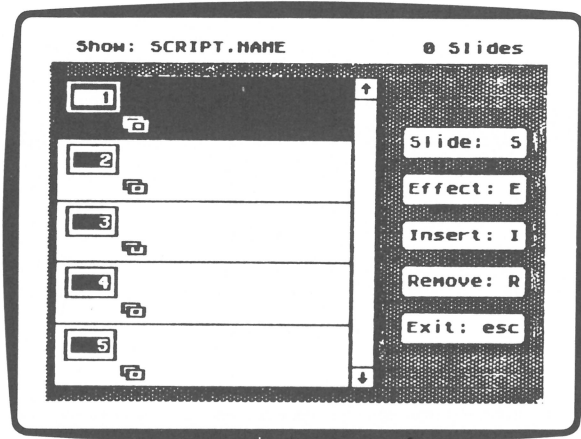
- A. Load the *Slide Shop* program.
- B. Select the Create Show Disk option from the APPLE MENU.
- C. Follow the instructions that will appear on the screen to create a Show disk.

II. Create Your Slides.

- A. Select the Create New Slide option from the FILE MENU.
- B. Indicate whether you want to create a Graphic slide or a Text slide.
- C. Select options from the TOOLS and COLORS MENUS to create your slides.
- D. Save your slide by clicking on Save Slide at the FILE MENU and following the instructions on the screen.
- E. Repeat steps A through D for each slide in your presentation.

III. Create Your Script.

- A. Click on the Create New Script option located in the FILE MENU. When the disk menu appears, type a name for your script.
- B. The *Slide Shop* Scriptwriter will appear. Click on the Edit Script option at the EDIT MENU.



- C. Press S or click on Slide to see the list of slides available for your presentation. Then click on the slide you want to appear in the highlighted frame.
- D. Press E or click on Effect to see the list of *Slide Shop* Special Effects. Then click on the Special Effect you want to use as your transition to the next slide.
- E. Highlight the next frame in your script by pressing the Down Arrow key or by pointing and clicking on that frame.
- F. Repeat this procedure until you have selected the slide and effect for each frame in your presentation.
- G. Press Esc to see the Menu Bar.
- H. Select the Preview Script option from the EDIT MENU to preview your slide show. If necessary, revise your script.
- I. Save your script by clicking on the Save Script option located on the FILE MENU screen.

IV. Present your Slide Show.

- A. Load your Show disk into your computer.
- B. Follow the instructions on the screen to begin the slide show.
- C. Enjoy the show!

TUTORIAL: HOW TO CREATE A SAMPLE SLIDE SHOW

This tutorial will guide you through the process of creating a sample slide show. The show that you will create is a simple "birthday card" presentation. Creating this presentation will introduce you to many of *Slide Shop's* features and functions.

To begin the tutorial you will need a Show disk. For instructions on creating a Show disk see page 13 in the Getting Started section. You will create your sample slide show in two parts. First, you will design the five slides that will make up the birthday card. Then you will create the script that links these slides together as a sequenced presentation.

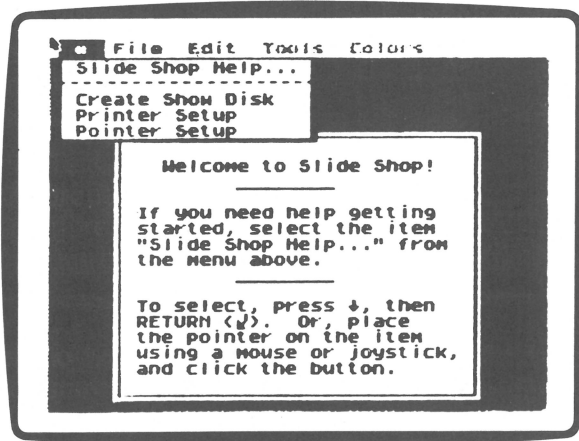
The entire tutorial takes about 30 minutes to complete. If you like, you can complete part of the tutorial, save your work, and pick up later where you left off.

IMPORTANT: This tutorial assumes that you have read the Getting Started section at the beginning of this handbook and have created a Show disk. The Tutorial also assumes that you are using a single 5.25-inch disk drive. If you are using the 3.5-inch disk version of Slide Shop, see Appendix A for special instructions. If you are using more than one disk drive, you will occasionally be instructed to insert a disk that is already in the disk drive.

PART 1: CREATING YOUR SLIDES

Step A: Loading the Program

Start this tutorial by loading the *Slide Shop* program (Side 1 of the Master disk). See the Getting Started section of this handbook for instructions. Once the program is loaded, this screen will appear:



When you see this screen, you are ready to proceed to Step B.

Step B: Opening Menus and Selecting Items

There are two ways to open menus and make selections from *Slide Shop*:

1. Use the Arrow keys to highlight the menu headings at the top of the screen. When highlighted, the pull-down menu will automatically open. To select a menu item, highlight it and press the Return key.

OR

2. Use your pointing device (mouse, joystick, or touchpad) to point to the menu heading at the top of the screen. Then click the button on your mouse, joystick, or touchpad to open the pull-down menu. (The button on your mouse, joystick, or touchpad is referred to as the Action Button.) To select a menu item, point to the item and click (press and release) the Action Button.

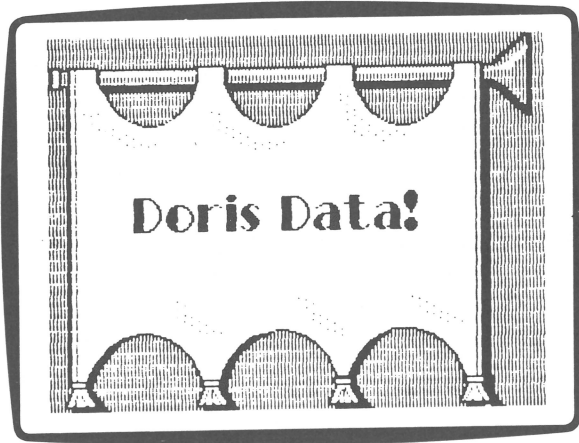
Selecting an item in either manner is referred to as "clicking" an item.

NOTE: Follow these instructions whenever this tutorial asks you to select an item from the Menu Bar or pull-down menu.

When you are comfortable with opening menus, and selecting menu items, move to Step C.

Step C: Creating The First Slide

The first slide of your birthday show will look like this:



To create this slide, open the FILE MENU by highlighting, or pointing and clicking on the FILE MENU heading at the top of your screen. Then select Create New Slide. A window will open displaying two choices: Text Slide and Graphic Slide. Text slides can contain sound, borders and text, but no graphics.

Because your first slide contains graphics, you will select the Graphic Slide option. If you are using the keyboard, use the Down Arrow key to move the cursor box over Graphic Slide, and then press Return. If you are using a mouse, joystick, or touchpad, point to Graphic Slide and click the Action Button.

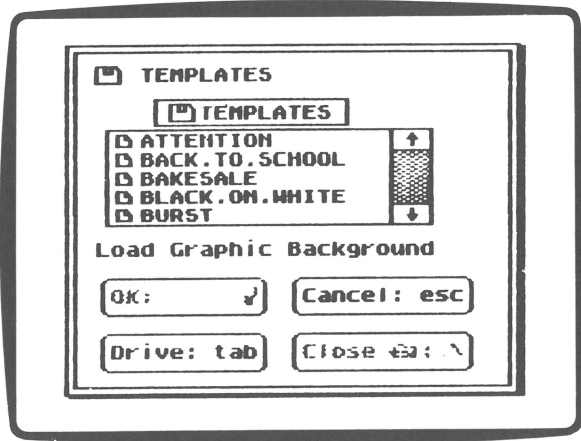
NOTE: For more information about the differences between Text slides and Graphic slides, see the Getting Started section of this handbook.

The Tools pull-down menu will appear. Notice that the tools used for creating a Graphics slide are bold, while the unavailable tools are dimmed. Follow these steps to create your first slide:

1. You'll begin by loading the Herald template from Disk B: Graphic Backgrounds. To do this, insert the Graphic Backgrounds disk into a drive with the label facing up.

NOTE: If you have two drives, you can insert your disks in either drive. Since you do not need the Master disk after you've loaded the program, you can remove the Master disk from Drive 1 and use that drive for Disks B and C, as instructed. You can then leave your Show Disk in Drive 2 to be certain that you save your slides and script on the appropriate disk. If you are using the 3.5-inch version of Slide Shop, you will not need to switch disks. For more information on the 3.5-inch version, see Appendix A.

2. Select the Graphic Background option from the Tools pull-down menu. Your screen should look like this:



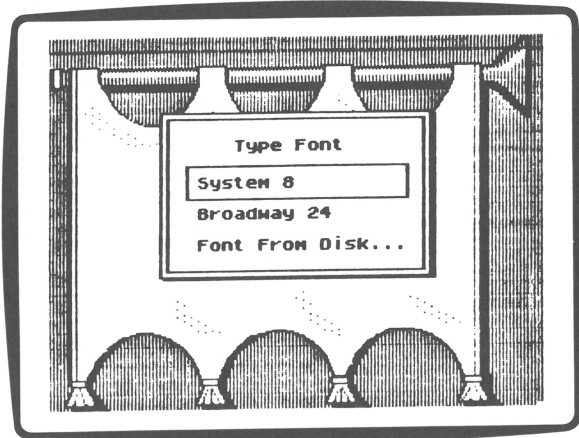
If you have a single drive system and a different menu appears, you probably inserted the wrong disk. Insert the correct disk and press the Tab key or click on Drive.

If you have a two drive system, and a different menu appears, make sure that the computer is looking in the correct drive. To switch drives, press the Tab key or click on Drive. If you inserted the wrong disk, insert the correct disk and press Tab or click on Drive until you see the correct menu.

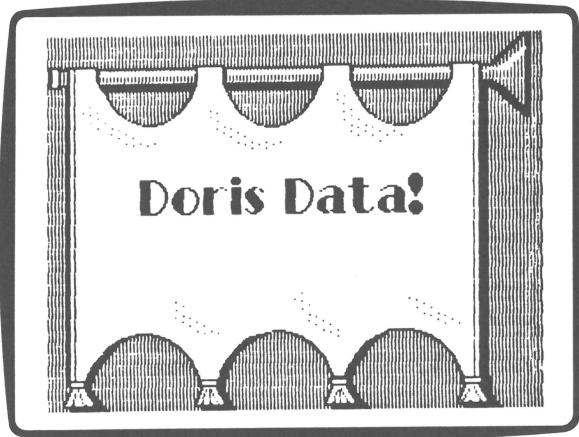
NOTE: Follow the above steps whenever you accidentally insert the wrong disk or want to switch drives.

3. If you are using the Keyboard, use the Arrow keys to scroll through the list of files. When the Herald file is highlighted, press Return. If you are using a pointing device, click on the arrows located to the right of the file window to scroll through the files. When the Herald file appears, point to it and click the Action Button. The Herald template will appear on the screen.
4. Press Esc or click the Action Button. The Template disk menu will reappear on your screen. If you have correctly selected the Herald template, press Esc or click on Cancel to see the main Menu Bar. If you selected the wrong template, select the Herald template and press Esc twice to see the main Menu Bar.

5. The next step is to type the name of the person who will receive this card in the space below the trumpet. To do this, select the Type option from the TOOLS MENU. The Type Font menu will appear:

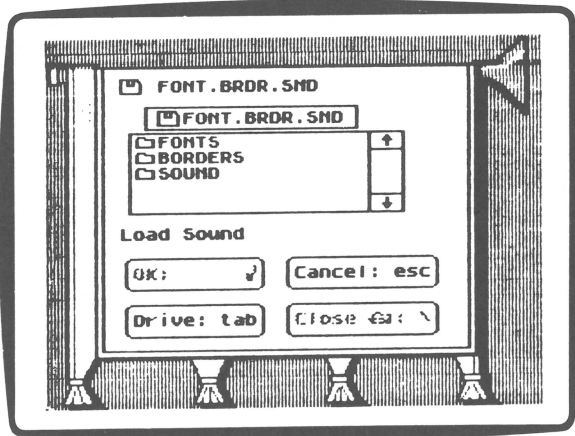


6. Select the Broadway 24 font.
7. Use the Arrow keys or your pointing device to place the cursor inside the white flag. Now type the name of the person that this birthday slide show is for. (In this tutorial, that lucky person is "Doris Data"!)



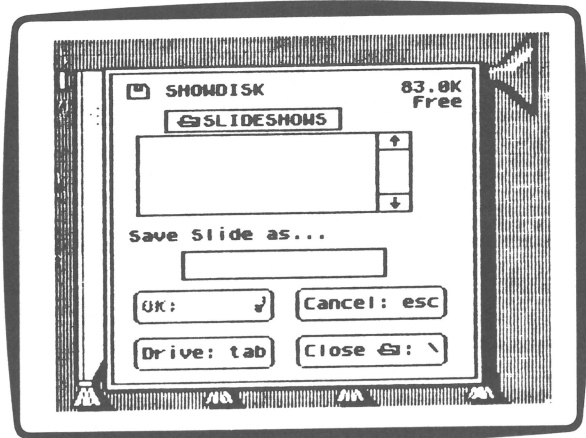
NOTE: The text should appear in black. The current color choice will always appear in the rectangle in the upper right corner of the Menu Bar. If a different color appears, continue typing in that color for now. You will learn how to change color when you create the third slide in Step E. If no text appears when you type, the color has been set to white. If this happens, follow the instructions for changing colors in Step E and change the color to black.

8. If you make a typing mistake, use the Delete key to erase it. Then retype the name.
9. When you finish typing, press Esc two times.
10. The next step is to add sound to the slide. To do this, insert Disk C with the label facing up. This disk contains the sound clips.
11. Select Sound from the TOOLS MENU. The disk menu will appear. This menu will list all the different folders on the disk. (Remember you can change drives if necessary by pressing the Tab key or clicking on Drive.) Your screen should look like this:



12. Select the Sound folder. You should see a list of three new folders: Music, Sound.Effects, and Speech. Select the Music folder.
13. The list of music files will appear in the menu window. Use the Down Arrow key to move the highlighter or click on the arrows on the right of the window. Then select FANFARE3 from the list of music.
14. The computer will play the sound clip and the sound options window will appear on your screen.
15. If you want to hear the sound again, select the Play Sound option. (If you want, you can select Remove Sound to remove the sound or Change Sound to choose a different sound from the disk.)
16. Press Esc or click anywhere outside the window to keep the Sound and return to the main Menu Bar. On the TOOLS MENU, a check will appear next to Sound. This means you have added a sound to this slide.

17. You are now ready to save this slide. If it is not already in a disk drive, insert the Show disk that you created earlier. Then open the FILE MENU and select the Save Slide option. The disk menu will appear.



18. The blinking cursor will appear in the Save Slide box. It is a good idea to choose a name that will clearly identify the contents of the slide. This will help you when you are creating the script for your presentation. Type **HERALD.1**. Then press Return or click on OK. The disk drive will whirl, and the slide will be saved on your Slide Show disk.

Step D: Creating the Second Slide

Your second slide will look like this:

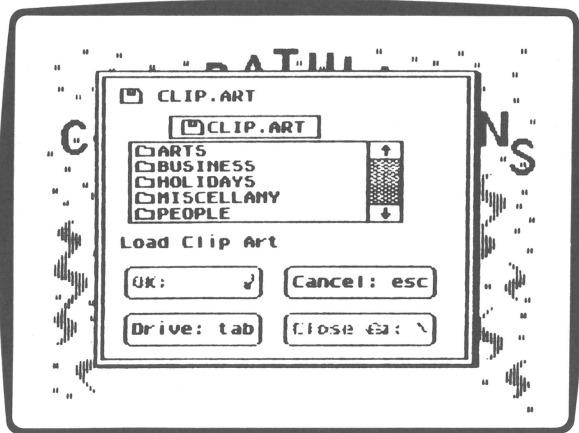


To create this, follow the instructions below:

1. Open the FILE MENU and select Create New Slide. Then select the Graphic Slide option.

The Herald.1 slide will be replaced by a blank screen. (Don't worry! Your slide has been saved. If you forgot to save the slide, the program will display a warning message. If this warning appears, follow the steps on page 23 to save the slide.)

2. Next, you'll select the Congratulations template. To do this, insert Disk B: Graphic Backgrounds into the drive with the label facing up.
3. Select the Graphic Background option from the TOOLS MENU. (If you do not see the Templates disk menu, press Tab or click on Drive to change disk drives.)
4. Select Congratulations from the list of templates. The Congratulations background will appear on the screen.
5. Press Esc twice to see the main Menu Bar.
6. Now you're ready to type IT'S YOUR DAY! Begin by selecting Type from the TOOLS MENU. When the Type Font menu appears, select Broadway 24.
7. Move the cursor until it is centered under the letter "G" in the word "CONGRATULATIONS." Now type **IT'S YOUR**.
8. Press Return and watch what happens. The cursor will align itself beneath the I in IT'S. When you are typing in paragraphs, you can press Return to reposition the cursor. For this slide, however, you need to reposition the cursor further to the right. To do this, press the Space Bar three times. Then type **DAY!** If this doesn't look right, use the Delete key to erase the second line and type it again. When you finish, press Esc two times.
9. Now you'll add the Birthday Cake clip art graphic to the bottom of the slide. Begin by inserting Disk C with the label facing down. Then select the Clip Art option from the TOOLS MENU. The Clip Art disk menu will appear.



10. Select the Holidays folder. The list of Holiday files will appear. Select the Birthday.Cake file from the list.
11. The birthday cake graphic will appear on the screen. Use the Arrow keys or your pointing device to move the graphic until it is positioned under DAY.



NOTE: Once a piece of clip art appears on the screen, you can press the H or V key to flip it horizontally or vertically. Try it now, if you like. Just make sure that the clip art is flipped back to its original position before moving to the next step.

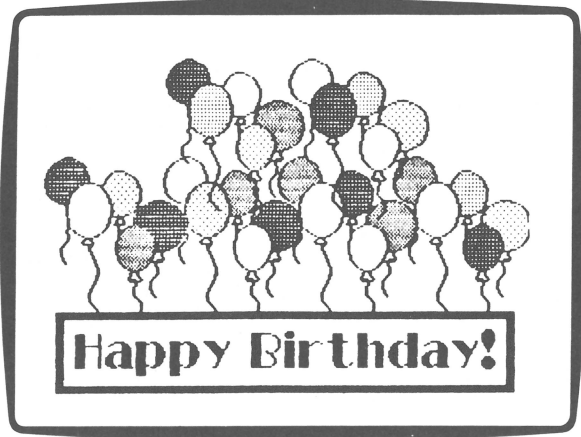
12. To stamp the cake onto your slide, press the Apple key if you are using the keyboard. If you are using the mouse, joystick, or touchpad, click the Action Button.
13. Once the cake is stamped, press Esc. (Later, you will learn how to stamp clip art more than once on a slide.)
14. If you have stamped the clip art in the wrong place, open the EDIT MENU on the Menu Bar and select the Undo option. The birthday cake graphic will disappear. (Press Undo again, and the cake graphic will reappear.)

NOTE: Undo will only delete the last addition to your slide. It's a good idea to check the slide each time you make an addition or change. If you make a mistake, select Undo immediately.

15. Now save this slide. Make sure the Show disk is in a drive. Open the FILE MENU and select the Save Slide option. When the Show disk menu appears on the screen, type **CONGRATS.2**. This will help remind you of the contents of the slide and its probable position in the show.

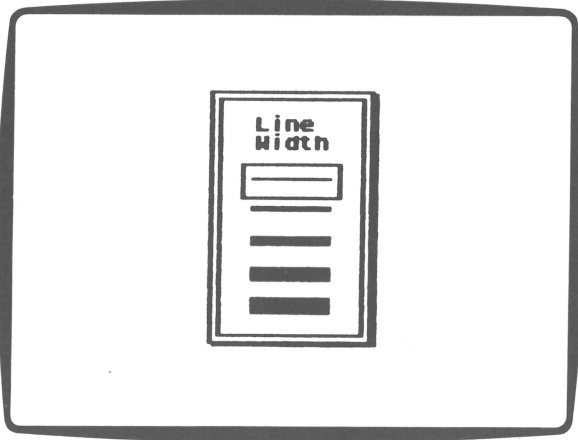
Step E: Creating the Third Slide

Your third slide will look like this:



Later, you will display this slide with a special effect that will make it look as if the balloons are rising in the air with the Happy Birthday banner. To begin:

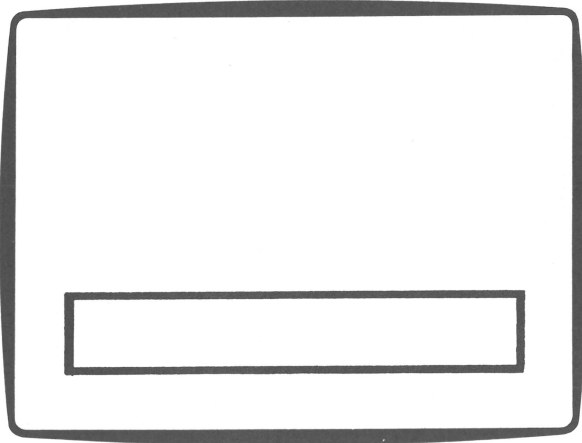
1. Open the FILE MENU and select Create New Slide. Then select the Graphic Slide option from the window that appears.
2. You'll begin the banner by adding an empty box at the bottom of the screen. To do this, select the Frame option from the TOOLS MENU. The Line Width menu will appear. This determines how thick the lines of your frame will be.



3. For this tutorial, choose the mid-sized Line Width (the third frame from the top).
4. Use the Arrow keys or your pointing device to position the cursor on the screen where you want the upper left-hand corner of the frame to appear. (Your frame will cover almost the entire width of the screen. Therefore, you should place your cursor about 1/4-inch from the left edge on the slide.)

5. If you are using the keyboard, press and hold down the Apple key. If you are using the joystick, mouse, or touchpad, press and hold down the Action Button.

Slowly move the cursor toward the lower right-hand side of the screen. If you are using the keyboard, first press the Down Arrow key to draw the height, and then press the Right Arrow key to draw the width. If you are using a mouse or joystick, you can move the cursor down diagonally. (Remember to keep holding down the Apple key or the Action Button.) A "rubberband" frame will appear. Keep expanding this frame until you've created the following rectangular box:



When the frame matches the above diagram, release the Apple key or the Action Button. Then press Esc.

If the frame is not the way you want it, open the EDIT MENU and select the Undo option to delete the frame. Press Esc and repeat steps 2 through 5. (You are still in the Frame mode.)

6. Follow the instructions you learned in Step C to select the Type option from the TOOLS MENU and the Broadway 24 font. Position your cursor inside the frame, then type **HAPPY BIRTHDAY!**
7. When you are finished typing, press Esc twice to see the main Menu Bar. Now you'll surround the frame with balloons. To do this, insert Disk C with the label facing down in the drive. Choose the Clip Art option from the TOOLS MENU.
8. Select Balloons from the Holidays folder.

(The last time you used this disk, you opened the Holiday folder. That open folder should automatically appear in the menu window. If files from a different folder appear, close that folder by pressing the \ key or clicking on Close. Select the Holidays folder. Then select Balloons from the list of files that will appear.)

9. Use the Arrow keys or your pointing device to move the balloon graphic to the left side of the frame. Then press the Apple key or click the Action Button to stamp the first group of balloons.



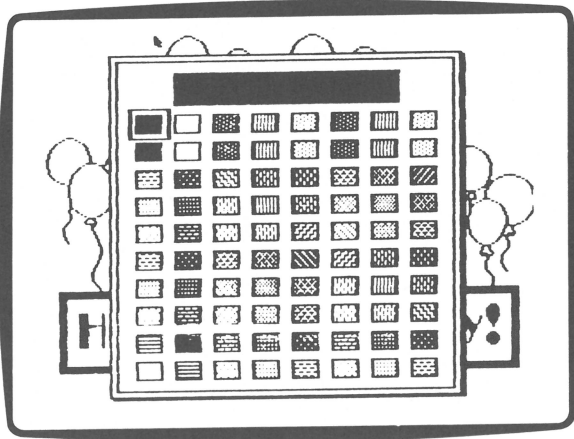
10. You can stamp a clip art graphic as many times as you like. Use the Arrow keys or your pointing device to move the balloon graphic a little further to the right of the screen. Notice that two groups of balloons will appear.

When the second group of balloons matches the diagram below, press the Apple key or click the Action Button to stamp it.



11. Repeat steps 9 and 10 to stamp the balloons around the Happy Birthday banner. When you are finished, press Esc.

12. Now you'll fill the balloons with color. Begin by opening the COLORS MENU on the Menu Bar. Then select the Ink Color option. The *Slide Shop Color Palette* will appear on the screen.



The current color will appear inside the large rectangle at the top of the menu. That color will also be enclosed in a black cursor box on the palette. (When you load the program, the color automatically defaults to black.)

Use the Arrow keys to move the cursor box or move your pointer to the dark pink patterned square in the third row on the palette (second square from the right). Then press Return or click the Action Button.

Notice how the rectangle at the far right of the Menu Bar has changed from black to pink. This rectangle will always reflect the current ink color.

13. Open the TOOLS MENU and select Flood Fill. To fill a balloon, move the cursor inside that balloon. Then press the Apple key or click the Action Button. The balloon will fill with dark pink.

Move the cursor inside another balloon, and press the Apple key or click the Action Button to fill that balloon with color. Repeat this step to fill four or five random balloons with dark pink. When you are finished, press Esc.

NOTE: Be careful not to press the Apple key or click the Action Button when the cursor is outside the borders of a balloon. Otherwise, you will fill the background with pink. If you make a mistake, press Esc. Then open the EDIT MENU and select the Undo option to erase your mistake. Also, be sure the cursor does not overlap black and white areas (i.e., the outline of the balloons) or the program will not understand which area you want to fill, and you will get an error message. If you get an error message, press Return or click on OK. Then try again.

14. Repeat Step 12 to select a different color. Then fill several other empty balloons. Keep repeating these steps until all the balloons are filled with color. (Since you've already selected the Flood fill tool, you do not need to select it again after changing ink colors. To clear the menus from the screen, press Esc or click the Action Button.)

NOTE: For this tutorial, do not choose colors from the first or second row on the Color Palette. Because of the way Apple computers display colors, these colors may clash with colors from the other rows. For more information, see page 66 in the Reference Guide section of this handbook.

15. Now save the slide using the save instructions you learned in Step C. Use **BALLOONS.3** as the slide name. (Make sure the Show disk is in the drive.)

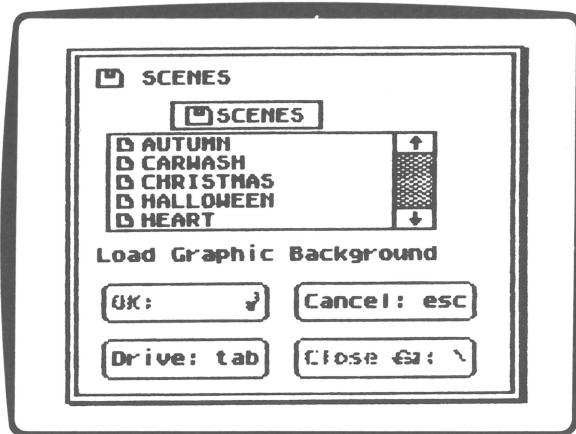
Step F: Creating the Fourth Slide

The fourth slide will look like this:



This slide contains one of the graphic backgrounds supplied with your *Slide Shop* package. You will also use the Sound option to add the song "Happy Birthday" to the slide. To do this:

1. Open the FILE MENU and select Create New Slide. Then select Graphic Slide.
2. Insert Disk B in a drive with the label facing down. Select the Graphic Background option from the TOOLS MENU. The Scenes disk menu will appear on your screen.



3. Select the file named PARTY from the list of files that will appear. If you've selected the correct file, press Esc twice to see the main Menu Bar.

NOTE: Notice the difference between the Party Background, and the Congratulations template you used in the second slide. Templates, located on Side 1 of Disk B, are specially designed with space for your personal artwork or message.

4. Now you'll add the Happy Birthday song to this slide. Insert Disk C with the label facing up. Open the TOOLS MENU and select the Sound option. Select HAPPY BIRTHDAY from the Music folder.

NOTE: The last time you used this disk, you opened the Music folder. As a result, the music folder remained open. If another folder appears, press the \ key or click on Close. Then select the Music folder.

5. The program will play the sound clip. If you're satisfied, press Esc or click outside the Sound options menu.
6. Follow the instructions you learned in Step C to save this slide. Use **PARTY.4** as the file name.

Step G: Creating the Fifth Slide

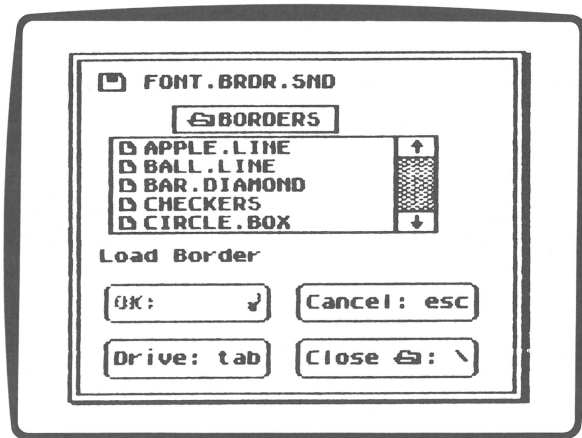
The fifth slide will look like this:



Notice that this slide contains only text and a border. That's because this is a Text slide rather than a Graphic slide. (If you don't need graphics for a slide, always select Text Slide. Text slides take up less space on the Show disk than Graphic slides.) To make this slide:

1. Open the FILE MENU and select Create New Slide. Then select the Text Slide option.
2. Examine the TOOLS MENU. Notice that only three options are highlighted: Border, Sound, and Text Editor. These are the only Tools you need when you are creating a Text slide.

3. First, you'll select a border for the slide. Insert Disk C, Side 1. Select the Border option from the TOOLS MENU. When the disk menu appears, click on the Borders Folder. The list of Border files will appear in the menu window.



4. Select any border you want. (You can preview the *Slide Shop* collection of borders in Appendix D.) In the sample, the border is CIRCLE.BOX.
5. The border you selected and the Borders options will appear on the screen. If you're satisfied with the Border, press Esc or click anywhere outside the menu.
6. Now, the final step is to type your message. You'll begin by changing the ink color to black. Select Ink Color from the COLORS MENU. Then select the black from Row 1. Select Text Editor from the TOOLS MENU. The Text Font menu will appear. It lists the special text fonts you can use. For this tutorial, select System Large as your font.
7. The cursor will appear in the upper left corner of the screen. Press Return once. Then, using the Space Bar, move the cursor near the middle of the screen. When the cursor is positioned correctly, type **BEST** and press Return. Then type **BIRTHDAY WISHES!**

If you make a mistake, use the delete key to erase it. (See the Reference Guide to learn about additional Text editing commands you can use.)

8. When you finish the first part of the message, press Return four times. Then type **YOUR FRIEND**, followed by your name.



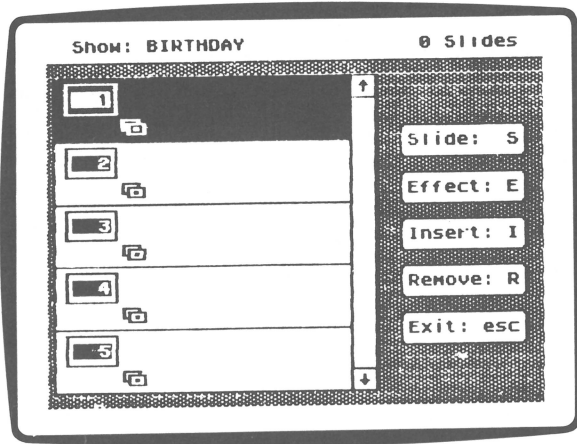
9. When you are finished, press Esc. Make sure the Show disk is in the drive. Follow the instructions you learned in Step C to save this slide. Name it **LAST.SCREEN.5**.

PART II: CREATING YOUR SCRIPT

Step H: Creating a Script

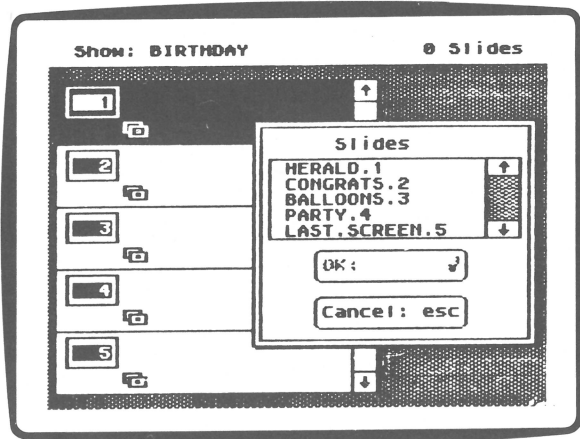
Now that you have created the slides for your sample show, you are ready to link the slides together in a *Slide Shop* script. This script will tell the program how to display your slides in a self-running slide show presentation.

1. Make sure the Show disk is in the drive. Open the FILE MENU and select the Create New Script option. The Show disk menu will appear. For this tutorial, type **BIRTHDAY** as a script name. Then press Return or click on OK.
2. The Scriptwriter screen will appear. Select Edit Script from the EDIT MENU to begin creating your script. You will see five empty slide frames. (A script can contain as many as 200 frames, but there is only room on the screen to show five at any time.) The first frame will appear highlighted in black.



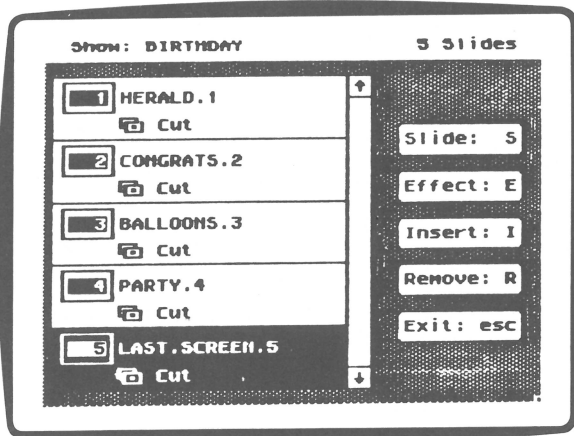
To create a script, you will tell the program which slide goes in which frame, and which special effects to use as transitions between frames.

3. First, you'll sequence your slides. Press S or click on the Slide button on the right of the screen. The Slide menu will appear, listing the slides contained on your Slide Show disk.



4. Select the first slide in your show, Herald.1. The word **HERALD.1** will appear in the first frame.
5. Use the Down Arrow key to move the highlighter, or point and click on the slide number in the second frame of the Scriptwriter screen.
6. When Frame 2 is highlighted, press S or click on Slide. Then select the second slide in your show, Congrats.2. The word **CONGRATS.2** will appear in the second slide frame.
7. Repeat the above steps to insert Balloons.3 in Frame 3, Party.4 in Frame 4, and Last.Screen.5 in Frame 5.

When you finish inserting the slides in your script, make sure the order of slides looks like this:

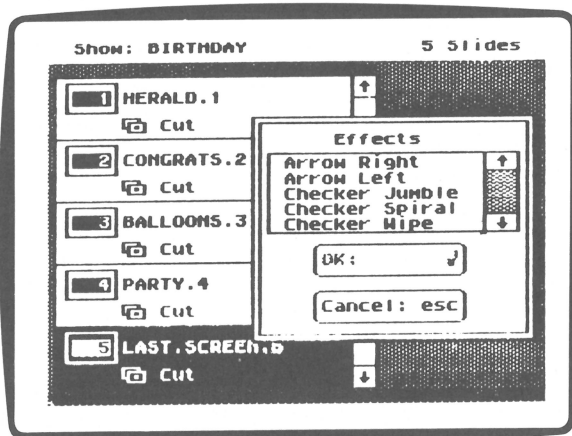


If you made a mistake you can:

- Change a slide by highlighting the frame and pressing S or clicking on the incorrect slide name. When the slide window appears, select the slide you prefer.
- Insert a slide by highlighting the frame where you want the new frame to appear. Press I or click on Insert. The highlighted frame will drop down and an empty frame will appear in its place. Now press S or click on Slide to select a new slide.
- Remove a slide by highlighting the unwanted frame and pressing R or clicking on Remove. The frame will be removed from the script.

NOTE: This will not remove the slide from the Show disk. It will only remove the slide from the script. If you mistakenly remove a slide, just press I to insert a frame. Then select that slide again.

8. Now that you've finished putting the slides in order, you are ready to add special effects—the transitions that connect one slide to the next. Start by moving the highlighter back to Frame 1.
9. Press E or click on the Effect button on the right of the screen. The Effects window will appear.



The Effects window lists the special effects that you can use on a slide show. What you see is just the top of the list. *Slide Shop* features more than 40 special effects.

10. Notice that the effects are listed in alphabetical order. Scroll through the list until Smear Up is highlighted. Then press Return or the Action Button. The label Smear Up will appear in Frame 1. This means that after the slide in Frame 1 is displayed, the slide in Frame 2 will "smear" onto the screen. (You will see this effect later when you preview your script.)

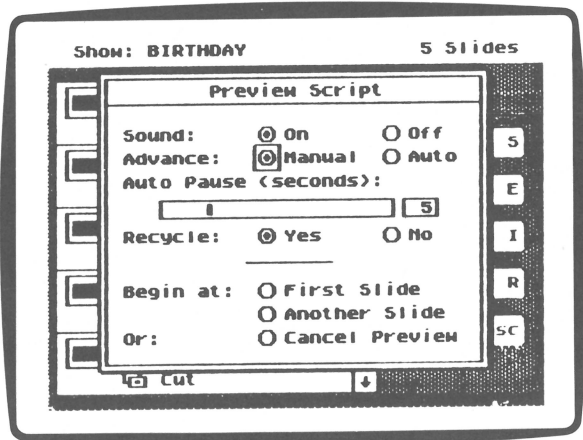
Remember: When you choose a transition effect, you are telling the program how the next slide in the show will move onto the screen.

11. Now highlight Frame 2. Press E or click on Effect. Move the highlighter and select Slide Up.
12. Follow the same steps to select the Dissolve Fast effect for Frame 3 and the Vertical Blind effect for Frame 4.

NOTE: If you made a mistake or want to change an effect, highlight the frame that you want to change. Then press E, or click on Effect or the effect you want to change. The Effects window will appear. Now select the correct effect.

Step I: Previewing and Saving Your Script

Once you've created a script in Step H, you're ready to preview the script. To do this, press Esc. The EDIT MENU will appear. Select the Preview Script option. The Preview Script menu will appear. (The darkened circles indicate the current settings.)



1. The first line on the Preview Script menu determines whether you will hear sound during your preview. This option should be set to On.
2. Advance determines whether your show will advance automatically or whether you will press a key or click the Action Button to advance to the next slide. For this tutorial, use the Arrow keys to move the cursor box to Auto and press Return, or point and click on Auto with your pointing device.
3. Auto Pause determines how long each slide will appear on the screen before advancing to the next slide. For your Birthday presentation, set the Auto Pause for one second. To adjust the setting, move the cursor box over the bar in the long rectangle. Using the left Arrow key, move the bar to the left until the number "1" appears in the box on the right. If you are using a pointing device, you can point to the bar, hold down the Action Button and drag it to the left until the number "1" appears.

NOTE: If a slide contains sound, it will remain on the screen until the sound is finished, regardless of the setting in the Auto Pause box.

4. The Recycle option allows you to choose between displaying your slide show in a continuous loop, or one time only from beginning to end. For your birthday show, select No to display your preview only once.

NOTE: Turn the Recycle option to ON to set your slide show up as a display that repeats throughout the day.

5. Move the cursor box to the "Begin at" line. Select First Slide. This means your preview will begin at Frame 1.

Now sit back and watch your slide show. How does it look and sound? Do you like the Smear Up effect? Does it look like the balloons are floating across the screen with the Happy Birthday sign?

6. When you have finished previewing your script, press Esc.
7. To save your script, open the FILE MENU and select the Save Script option. The name you first entered as the name of your script will appear on the disk menu . Since this is the name you want, press Return or click on OK.

NOTE: When you save your script, you are also saving the options you set at the Preview Menu.

Step J: Running The Sample Slide Show

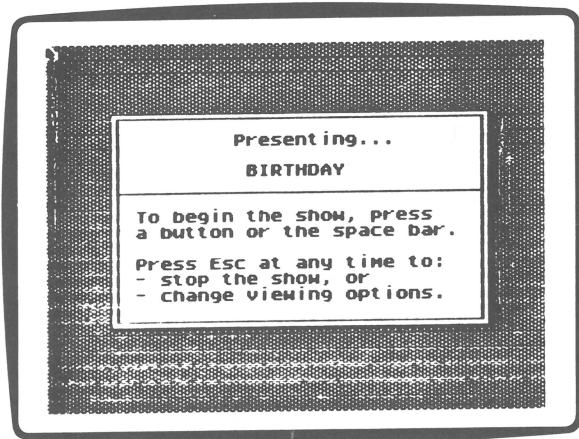
You don't need the *Slide Shop* program disk to display your slide show. Once you've created your slides and script and saved them on the Show disk, you can see your presentation by "booting" the Show disk. As you will see, this slide show will run according to the options that were set and saved in Step I.

To run your Birthday slide show from the Show disk:

1. Insert the Show disk in the drive and turn on your computer.

NOTE: The computer must be an Apple or true Apple compatible with at least 128K memory.

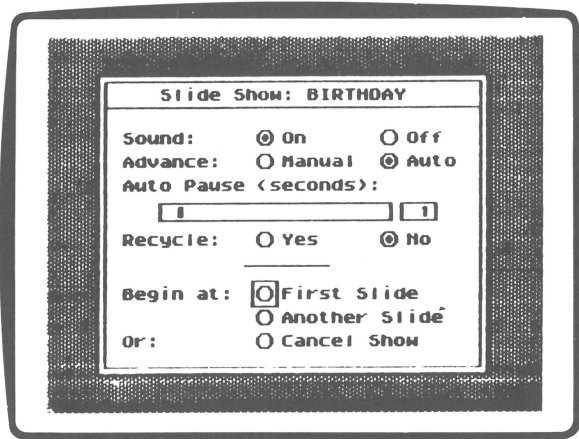
2. After the title screen is displayed, the Presentation screen will appear.



Press the Space Bar or the Action Button to begin the sample slide show.

NOTE: If there is more than one script on the Show disk, the program will first present a menu that allows you to choose the script for the show that you want to run.

3. Watch your slide show. After the last slide appears, the Presentation menu will appear.



Notice that this menu looks exactly like the Preview Show menu that you used when previewing your show. This menu allows you to change the display options that you set and saved in Step 1.

This time, set the Recycle option to Yes. Then click on the Begin at First Slide option, and watch what happens. After the last frame, the slide show will begin again. The slide show will continue repeating until you press Esc or turn off your computer.

REFERENCE GUIDE

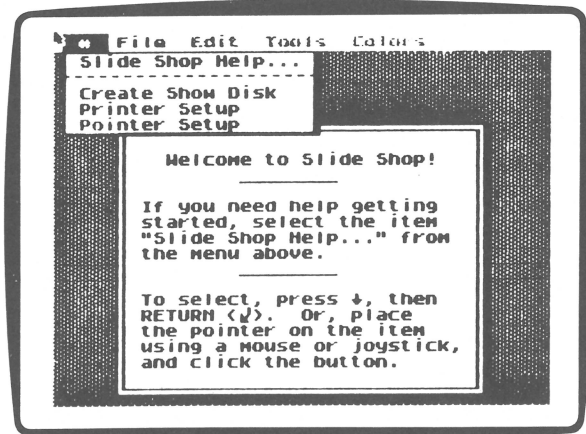
The Reference Guide contains detailed instructions for using each feature in the *Slide Shop* program. It also contains helpful hints on special ways you can use many of the features.

The quickest way to familiarize yourself with the program is to go through the Getting Started section at the beginning of this handbook. That section contains important information on loading the program and creating Show disks, as well as a quick guide outlining the basic steps involved in creating a *Slide Shop* presentation. You may also want to work through the Tutorial which leads you step-by-step through the process of creating a slide show. Then, for a complete explanation of all the features in the program, read through this Reference Guide.

PART 1: WORKING WITH *SLIDE SHOP*

Opening Menus and Selecting Menu Items

When you load the *Slide Shop* program (see Loading the Program in the Getting Started section), the title screen will appear, followed by the opening screen.



At the top of the screen is the Menu Bar. When you highlight, or point and click, on any of the menu headings on the Menu Bar, the pull-down menu will open below the menu heading. Only those menus and menu items that appear in boldface are available for you to use at that point in the program.

To select an item from a *Slide Shop* menu, point to the feature you want to use. Then press and release the button on your mouse, joystick, or touchpad. If you are using the keyboard controls, use the Arrow keys to highlight the item. Then press the Return key. (Selecting an item in this way is often called "clicking" on an item.)

Escape!

Pressing the Escape key (Esc) is always a good way to get back to the main Menu Bar or to cancel a function. If you are using a pointing device, there are several ways to escape in addition to pressing the Escape key:

- Move your pointer to the extreme upper right-hand corner of the screen and leave it there for a few seconds.
- When a pop up menu is on the screen, click anywhere outside the menu.
- Click on the Cancel button when displayed on a pop-up menu.

Slide Shop Help

The *Slide Shop* program contains a built-in slide show that describes the basic features of the *Slide Shop* program. To see the slide show, click on Slide Shop Help at the APPLE MENU.

If you do not want to watch the entire slide show, press Esc to cancel the show. To Jump to a different slide, press J. A window containing the list of slides in the show will appear on your screen. The titles of the slides suggest the information on each slide. Click on the slide that you want to see. If the information you are seeking is not contained in the slide show, consult this Reference Guide.

Using *Slide Shop* with Other Disks

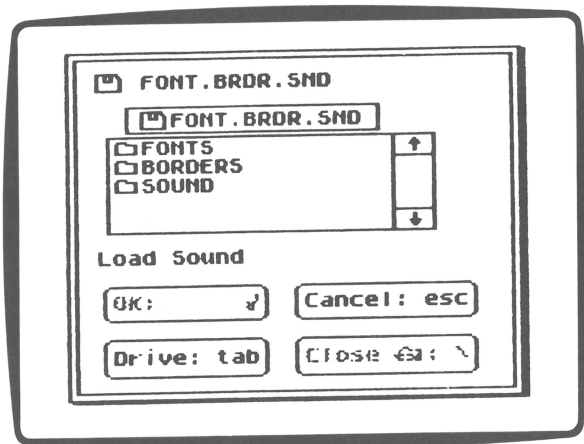
Many of the graphics, sound, and other enhancements you can use with *Slide Shop* are not stored on the *Slide Shop* Master disk. Therefore, you must understand how to use the program with other disks.

After you've loaded the *Slide Shop* program, you will not need to keep the Master disk in the drive to execute most commands. (You will need to insert the program disk to Create a Show disk, Set Printer Options, or view the *Slide Shop* Help show.) This leaves the drive free for graphics and sound disks, Show disks, or other disks.

Each time you select a *Slide Shop* option which requires information that is stored on another disk (e.g., sound, clip art, backgrounds) you will see the disk menu.

The Disk Menu

The disk menu tells you what disk the program is reading and what is stored on that disk.



The top line of the disk menu shows the name of the disk the program is reading. The window below lists the files or folders you can select from. (Files are often categorized and stored in folders.) To scroll through the list of files or folders, use the Arrow keys or click on the arrows to the right of the window. To make a selection, click on the file or folder you want to open. When you select a folder, the list of files in that folder will appear in the window.

The rectangle above the window displays the disk name until you open a folder. When you open a folder, the disk name in the rectangle is replaced by the folder name, preceded by the open folder icon (). The open folder icon tells you that the window contains only those files stored in that folder (i.e., not necessarily all files on the disk).

Below the window, you'll see the selection you made from the *Slide Shop* pull-down menu. This tells you what the program is looking for. For example, Load Sound tells you that the program is looking for Sound files. While all folders on a disk will appear in the window, the program will only list the files of the correct type. In other words, if you select the Sound option from the TOOLS MENU, the program will only list sound files, even though there are fonts and border files on the disk.

At the bottom of the disk menu are the disk commands. The chart below explains how they work.

Click on	Or Press:	To:
OK : 	Return	Accept and proceed
Drive :	Tab	Switch disk drives
Cancel :	Esc	Return to main Menu Bar
Close : 	\	Close a folder

NOTE: Throughout the program, whenever you see this symbol OK:  , it means click on OK or press Return to accept and proceed.

Show Disks and Disk Capacity

Show disks are special data disks that you use for saving your slides and scripts. After you've created your slide presentation, you can load the Show disk into a computer and display your slide show without using the *Slide Shop* program disk.

A 5.25-inch Show disk provides approximately 165 blocks (83K) of space for storing your slides and scripts. The amount of storage that a slide requires depends on the complexity of the slide. A Text slide can be as small as one block, while a Graphic slide can require up to 17 blocks. Each time you save a file to your disk, the amount of space available on your disk will appear in the upper right-hand corner of the disk menu. This helps you estimate whether you'll have enough space available on your Show disk for your presentation.

For more information about the difference between Text and Graphic slides, see the section that follows on Creating a Slide. In planning your slide shows, figure that you can store about 14 to 18 Graphic slides on a single disk, and about 100 to 150 Text slides. Remember, you can always mix Graphic and Text slides in the same slide show.

To create a Show disk, see Creating a Show Disk in the Getting Started section of this handbook.

Creating a ProDOS Data Disk

You can create a standard ProDOS formatted disk with *Slide Shop*. This data disk differs from a Show disk in that it is not self-booting. In addition, Show disks are specially designed to automatically store your slides and scripts in the appropriate folder. A data disk can be useful when you want to Export Slide Images (See Exporting an Image) or when you need more than 165 blocks of space to store your presentation. (A blank ProDOS formatted disk contains 273 blocks, while a Show disk contains 165 blocks.)

To create a ProDOS formatted data disk:

1. Open the APPLE MENU and select Create Show Disk.
2. Indicate which slot and disk drive you are using at the prompt.
3. Insert a blank disk into the drive you selected in Step 2 and click on OK or press Return.
4. The program will format your data disk and title it "SHOWDATADISK." When the program asks you to insert Side 2 of the *Slide Shop* Master disk, press Esc or click on cancel to end the procedure and return to the main Menu Bar.

Your data disk is now ready to use.

NOTE: Whenever possible, use Show disks to store your Slide Shop presentations.

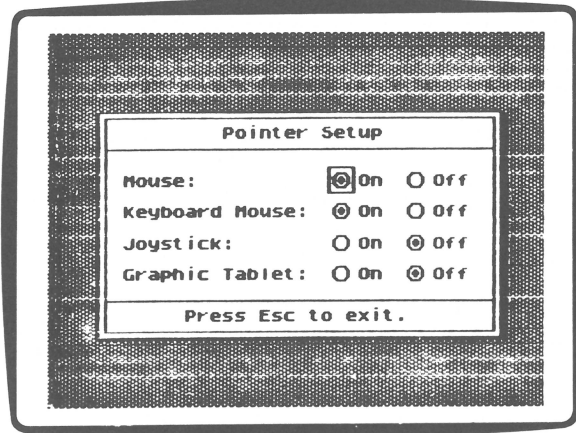
Pointer Setup

When you load *Slide Shop*, the program automatically activates any pointing device you have properly attached to your computer. The Keyboard is always active, regardless of whether or not you have a pointing device attached. This means that you can always use the Arrow keys to move the highlighter and the Return key to make selections. However, to use the Arrow keys to manipulate the drawing tools, the *Keyboard Mouse* option must be turned on. The Keyboard Mouse is automatically turned on if you have no pointing device attached or if you are using the Mouse. It is automatically disengaged if you are using a joystick or touchpad.

At times, you may want to use a different pointing device. For example, when drawing, it is sometimes easier to use the Keyboard Mouse (the Arrow keys) instead of a joystick. With this in mind, *Slide Shop* allows you to select the pointing device that you're most comfortable using.

To change the Pointer Setup:

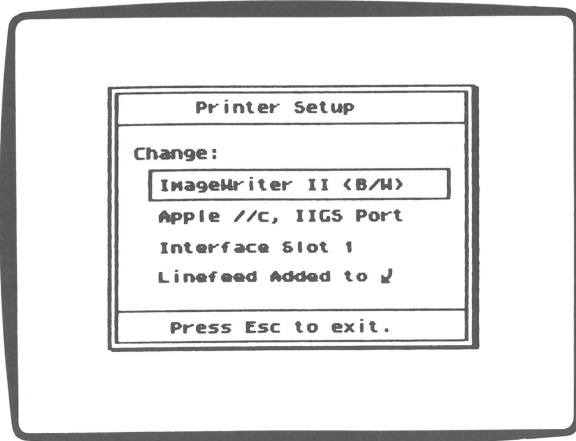
1. Open the APPLE MENU and select the Pointer Setup option. The Pointer Setup menu will appear on your screen. The darkened circles indicate the current set up.



2. Click on the pointing device you want to use.
3. Press Esc or click outside the menu to return to the Menu Bar. The Pointer Setup that you choose will remain active until you select a different pointing device or quit the program.

Setting Up Your Printer

Before you can print with *Slide Shop*, your program must be set up for your printer. First, make sure the program disk is in the disk drive. Then select the Printer Setup option from the APPLE MENU. The Printer Setup menu will appear on your screen:



To change the printer setup, click on the incorrect Printer, Interface, or Interface Slot information that appears on the Printer Setup menu. A window will appear listing the various options available. Select the item that matches your Printer Setup. The item you selected will replace the old information on the Printer Setup menu.

IMPORTANT: Slide Shop has been tested with the printers and interface cards listed on the Printer Setup menus. If your printer or interface card is not on the list, try experimenting with the ones that are listed. If this doesn't work, you will need to find another system to print your slides. If another system isn't available, save your slide as a slide image by selecting Export Slide Image at the FILE MENU. Then use a Print Utility such as Beagle Bros to print the image. Or, load the image into any compatible graphics program that can print Standard Single Hi Res Graphics. (See Using Slide Shop with Other Programs in this Reference Guide.)

The last item on the Printer Setup menu determines whether the program will add a linefeed at the end of each line as it prints. Clicking on this item toggles between linefeed and no linefeed. If you are not sure whether to turn linefeed on or off, print a slide. If it looks correct, leave the setting as it is. If the lines are printing over each other, you will have to turn the linefeed on. If you notice extra blank lines in your printout, turn the linefeed off.

When you're satisfied with the Printer Setup, press Esc to return to the Menu Bar. Any changes that you made will be saved on your program disk. As a result, you will not have to repeat this process unless you want to change the Printer Setup.

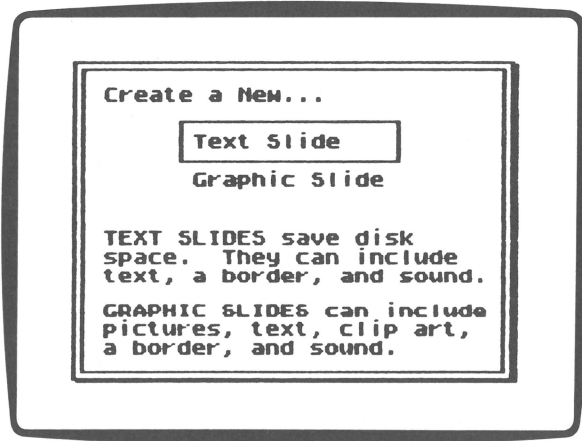
Quit

When you have finished using the program press Apple-Q or click on Quit at the FILE MENU. The program will ask you if you are sure that you want to Quit. Then it will quit to ProDOS.

PART 2: WORKING WITH SLIDES

Creating a Slide

To create a new slide, open the FILE MENU and select Create New Slide. The program will begin by asking whether you want to create a Text or Graphic slide.



NOTE: Different Tools are available for Graphic and Text slides, and Text slides are stored in different formats on your Slide Show disk. Because they are simpler, Text slides occupy less space on your Show disks.

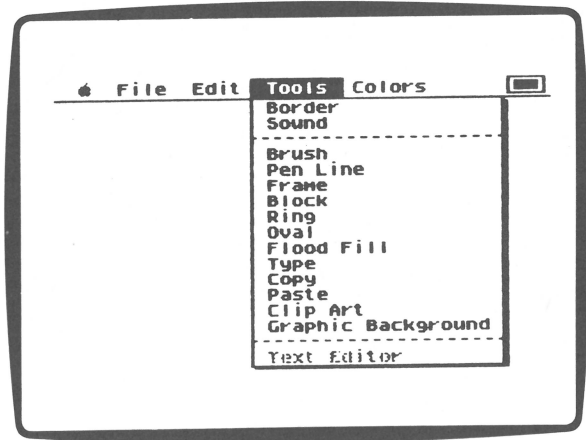
- Select the Graphic Slide option when you need to add graphics to your slide. With Graphic slides, you can add graphic backgrounds and clip art, and you can use the *Slide Shop* drawing tools to create original artwork. You can also add text in a variety of fonts.
- Select the Text Slide option when you want to design a slide that consists primarily of text, or when it is important to save space on a disk. With Text slides, you can use the Text Editor, a built-in word processor. As mentioned earlier, Text slides are stored in a compressed format that saves room on your Slide Show disk. This can be very important if you are designing a large slide presentation.

You can add Borders and Sound to both Text and Graphic slides.

The Tools Menu

The TOOLS MENU contains the features, or tools, that you will use to design your slides.

The TOOLS MENU is divided into three sections.



- The first section contains Tools that are available for both Graphic and Text slides.
- The second section, between the dotted lines, contains tools that are available only when creating a Graphic slide.
- The third section contains tools that will work only with Text slides. At any point in the program, the available tools will appear in boldface.

When you select many of the typing and drawing tools from the TOOLS MENU, a second menu will appear. Depending on the option you have chosen, the menu will ask you to select a font, brush shape, or line width. Once you make your choice, the menu will disappear, leaving you the full screen on which to design your slide. To make the menus reappear, either press Esc or move your pointer into the upper right-hand corner of the screen and leave it there for several seconds.

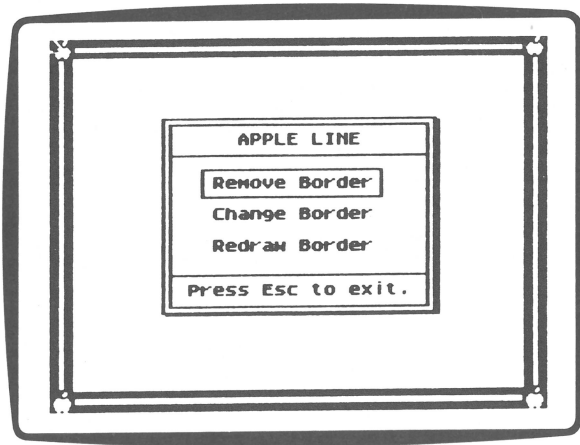
Border

You can select from 30 decorative borders to frame your Text and Graphic slides.

To select a border:

1. Insert *Slide Shop* Disk C in your disk drive.
2. Open the TOOLS MENU and select the Border option.
3. The disk menu will appear, listing the folders you can select from. Click on the Borders folder.
4. A list of files in the Borders folder will appear in the window. Click on the border you want to use. (To preview the borders, see Appendix D.)

The border you selected will appear on your slide and the Border Options menu will appear as follows:



- To erase the Border and return to the main Menu Bar, select Remove Border.
- To return to the disk menu to select a different border, select Change Border.
- To restore the original border after you've made changes, select Redraw Border.
- If you are satisfied with the border you selected, press Esc or click anywhere outside the border options menu to clear the Border Options and return to the main Menu Bar.

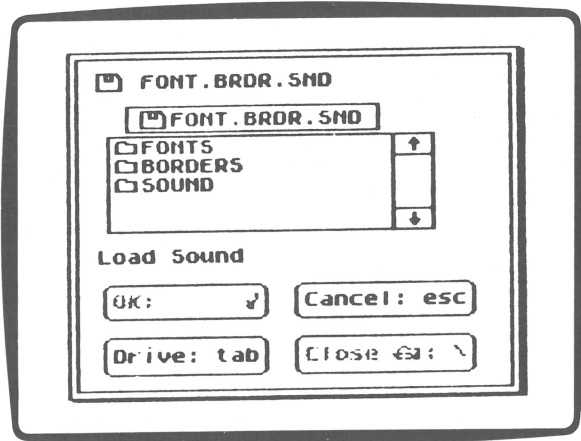
HINT: Most *Slide Shop* borders consist of a black design on a white background. When you place these borders on a white background, the backgrounds will blend. If you later fill your screen with a color, the color may seep into the border area. To restore the complete border, click on Border and then select Redraw Border from the Border Options menu.

To change the color of your border, see Border Color in the Colors Menu section of this Reference Guide.

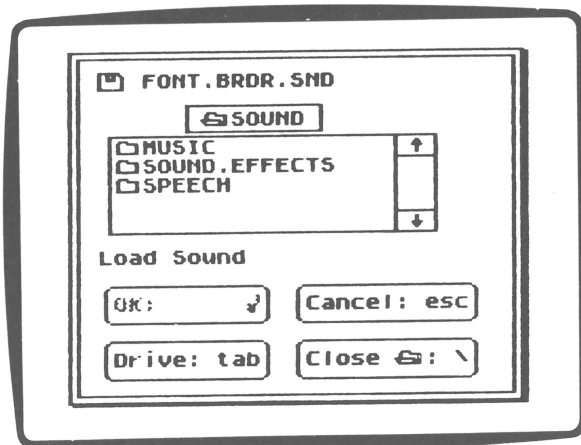
Sound

The *Slide Shop* Sound library contains a variety of music, sound effects, and digitized speech that you can add to both Graphic and Text slides.

To add sound to a slide, insert *Slide Shop* Disk C in your disk drive. Then click on Sound at the TOOLS MENU. The disk menu will appear on your screen.



Click on the Sound Folder. The Sound Folder is divided into three additional folders: Music, Sound.Effects, and Speech. (To see the contents of each folder, see Appendix D.)



Click on the Folder that you want to open. Then select the file that you want to hear. When you make a selection, you will hear the sound clip and the Sound options will appear on your screen:



At this point, you can:

- Click on Play Sound to hear the sound clip again.
- Click on Remove sound to remove the sound from your slide and return to the main Menu Bar.
- Click on Change Sound to return to the disk menu where you can select a different sound clip.
- Press Esc or click outside the menu to keep the sound clip and return to the main Menu Bar.

When you return to the TOOLS MENU, a check mark (✓) will appear next to the Sound item indicating that you've added sound to this slide.

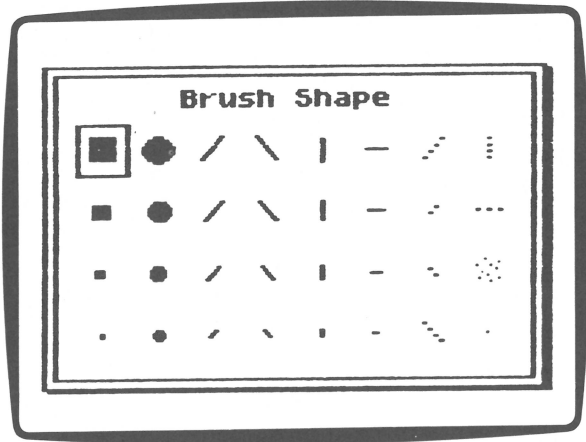
HINT: Another way to replay a sound clip that's been added to your slide is to click on Preview Slide at the EDIT MENU. This will clear all menus from your screen and provide a preview of how your slide would look and sound in a presentation.

Graphic Tools

The graphic tools let you create your own artwork to enhance your slides. You can also select from a variety of colorful full-screen templates and scenes, and choose from *Slide Shop* clip art or any *Print Shop*™ compatible clip art. You can even use the Copy tool to create and store your own full-color clip art libraries. The graphic tools are the center set of options listed on the TOOLS MENU.

Brush

The Brush option works like a paintbrush, allowing you to draw freehand designs in a variety of colors and patterns. (To change the ink color, see Ink Color in the Colors Menu section of this Reference Guide.) When you select Brush from the TOOLS MENU, the Brush Shape menu will appear on your screen.



Click on one of these brush shapes. The menu will be cleared from the screen, and your cursor will appear in the brush shape you have selected.

To draw, move your cursor to the point on your screen where you want to begin drawing. Then press the Action Button (the Apple key on your keyboard, or the button on your joystick, mouse, or touchpad). The "ink" will follow the movement of your cursor. To stop drawing, release the key or button.

NOTE: If you are using the keyboard, you can toggle between fast and slow cursor movement by pressing the Space Bar.

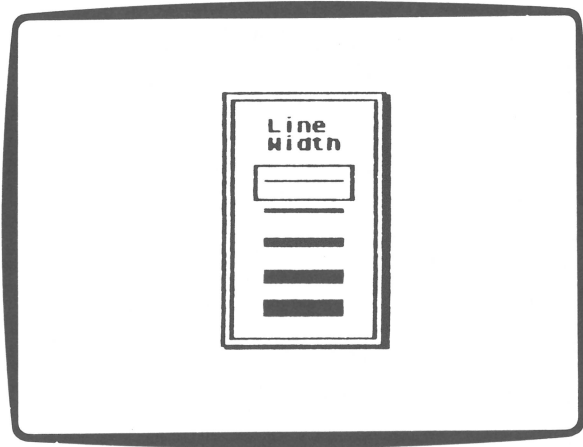
To see the Menu Bar, press Esc or move your pointer to the extreme upper right-hand corner of your screen. If you want to use a different brush shape, press Esc again and select a new brush shape.

HINT: The Brush tool is an excellent way to erase mistakes from your Graphic slides. First, select the ink color that matches your background color. Then use the Brush to cover (erase) your error. If the area you want to cover is small or oddly shaped, be sure to select the Brush Shape that will most easily cover your mistake without destroying any work you want to leave intact.

Pen Line

With the Pen Line option, you can draw straight lines in a variety of ink colors. (To change the ink color, see Ink Color in the COLORS MENU Section of this Reference Guide.) You can also select from five different line widths. Follow these instructions.

1. Select Pen Line from the TOOLS MENU.
2. Select a line width from the Line Width menu.



3. Move your cursor to the point on your screen where you want the line to begin.
4. Press and hold down the Apple key or Action Button on your pointing device, and move the cursor to draw your line. A flashing line will follow the movement of the cursor.
5. When the line is the correct length and in the proper position, release the Apple key or Action Button.

HINT: If you want to draw a series of connected straight lines, use the endpoint of one line as the beginning point of the connecting line. Just remember to release the Apple key or Action Button to complete one line before you begin another line.

To return to the Menu Bar, press Esc or move your cursor to the upper right corner of the screen. If you want to work with a different line width, press Esc again, and make a new selection from the Line Width menu.

Frame

The Frame option allows you to draw rectangular and square box outlines in a variety of colors. (To change the color of your frame, see Ink Color in the Colors Menu section of this Reference Guide.) Follow these instructions to create a frame:

1. Select Frame from the TOOLS MENU.
2. Select a Line Width from the menu that appears on your screen. Your selection determines the thickness of the lines on your frame.
3. Place the cursor at one corner of the frame and hold down the Apple key or Action Button.
4. While holding down the Action Button or Apple key, press the Arrow keys or move your pointing device to stretch the "rubber band" frame in the direction that you want the frame to appear. When you move around the screen, a flashing rectangle will follow the movement. This is a rubber band frame, shrinking and expanding as you move the cursor.
5. When you've created the frame with the proper proportions, release the Apple key or Action Button.

To see the Menu Bar, press Esc or move the cursor to the upper right-hand corner of the screen. If you want to change the line width, press Esc again and make your selection at the Line Width menu.

Block

The Block option lets you create solid squares and rectangles.

NOTE: The difference between frames and blocks is that frames are empty while blocks are filled with a color. To change the color, see Ink Color in the Colors Menu section of this Reference Guide.

1. Place the cursor at one corner of the block and hold down the Apple key or Action Button.
2. While holding down the Action Button or Apple key, press the Arrow keys or move your pointing device to stretch the rubber band frame in the direction that you want the block to appear. When you move around the screen, a flashing rectangle will follow the movement.
3. When you've created the block with the proper proportions, release the Apple key or Action Button.

HINT: Since the block will cover anything that already exists on the screen, this tool is handy for erasing large areas of the screen. For example, if you want to erase text or art that appears on a white background, simply cover your mistake with a white block.

The Block tool is also handy when you want to create a window for text. For example, to add text to a full-screen graphic, you can draw a white block where you want the text to appear. Then type in the block using a different color ink.

Ring

This feature allows you to draw outline circles and ovals in a variety of line widths. The color of the ring is determined by the Ink Color you have selected. (See Ink Color in the COLORS MENU section of this Reference Guide.)

To draw a ring:

1. Select the Ring option from the TOOLS MENU.
2. Select the line width you want to use.
3. Place the cursor at the screen location where you want the ring to begin and press the Apple key or Action Button.
4. Hold down the Apple key or Action Button and use the Arrow keys or move the mouse or joystick to begin drawing the ring. If you draw up or down, the ring will become tall and narrow. Moving sideways will make short and wide rings. To draw circles, move diagonally from the starting point.
5. When the ring is the size and shape you want, release the Apple key or Action Button.

Oval

This feature lets you create solid circles and ovals. (To select a color, see Ink Color in the Colors Menu section of this Reference Guide.) Follow these steps to draw an oval:

1. Select Oval from the TOOLS MENU.
2. Place the cursor at the screen location where you want the oval to begin and press the Apple key or Action Button.
3. Hold down the Apple key or Action Button and use the Arrow keys or move the mouse or joystick to begin drawing the oval. If you draw up or down, the oval will become tall and narrow. Moving sideways will make short and wide ovals. To draw circles, move diagonally from the starting point.
4. When the oval is the size and shape you want, release the Apple key or Action Button.

Flood Fill

The Flood Fill option allows you to fill black or white areas of the screen with color. To select a color, see Ink Color in the Colors Menu section of this Reference Guide.

Here is how it works:

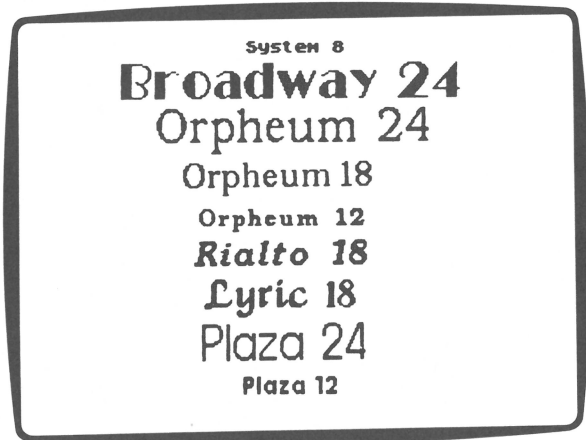
1. Select Flood Fill from the TOOLS MENU.
2. Place the cursor inside the black or white area you want to fill.
3. Press the Apple key or Action Button to fill the area.

IMPORTANT: Flood fill will leak out of an area that is not completely enclosed. Also, flood fill will work only on black or white areas.

If you want to fill a small area, your cursor must be located inside the area you want to fill. If your cursor overlaps the outline of the area, you will get an error message: (The program thinks you are trying to fill a pattern, rather than a solid black or white area.) Click on OK and then try again, making sure your cursor is completely within the area that you want to fill.

Type

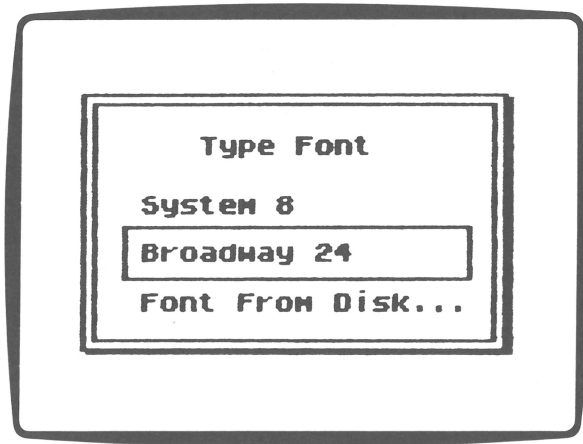
Type lets you add text to your Graphic slides in any of the following type fonts:



To select a color for your text, see Ink Color in the Colors Menu section of this Reference Guide.

Follow these instructions to add text to your Graphics slide:

1. Select Type from the TOOLS MENU. The Type Font menu will appear on your screen:



2. The Sytem 8 and Broadway 24 fonts are stored on the Master disk. If you click on either of these fonts, the Type Font menu will disappear and you're ready to begin typing.
If you want to use a different font, insert *Slide Shop* Disk C into the drive and click on Font From Disk. The disk menu will appear on your screen. Click on the Fonts folder. Then select the font you want to use.
3. To begin typing, move the cursor to the point on your screen where you want to set your left margin and press the Apple key or Action Button. (To reset your margin, press Esc, move your cursor to a new position, and press the Apple key or Action Button.)
4. Type your text.

You can combine different fonts on a single Graphic slide. To change fonts, press Esc until you see the Type Font menu. If you had previously selected a font from the disk, you'll notice that font you selected replaced Broadway 24 on the Type Font menu. You can select one of these fonts, or you can choose the Font From Disk option.

HINT: For a three-dimensional look, add shadowed letters to your Graphic slides. To do this, fill the screen with a background color of your choice. Change the ink color to black and type your text. Next, open the COLORS MENU and change the Ink Color to white. Press Esc and select your original font at the Type Font menu. Your cursor will appear exactly where you began typing the black text. Move the cursor slightly to the left and type the identical text on top of the black text. Your text should appear to have a drop shadow. (Bolder fonts such as Broadway 24 tend to work best.)

Copy

Copy is a very useful option that lets you copy a block (rectangular section) of your Graphic slide. You can then move and stamp the block anywhere on your screen. You can also save the block as clip art and store it for future use. Copy also works in conjunction with the Paste tool if you want to copy your block onto a different slide. (See Paste and Clip Art below.)

To copy a block of your Graphic slide:

1. Open the TOOLS MENU and click on the Copy option.
2. Move your cursor to one corner of the area that you want to copy. Press the Apple key or Action Button and move your cursor until you have framed the area you want to copy. (The largest area that you can copy is approximately one-half of the slide.)
3. Release the Apple key or Action Button and a copy of the block will appear on your screen.

NOTE: Once a copy of the block appears on the screen, you can press the H or V key to flip it horizontally or vertically. Pressing the H or V key again will flip the block back to its original position.

4. Use your cursor to move the block around the screen. Place the block where you want it to appear, then press the Apple key or Action Button to stamp the block on the screen. You can stamp a block as often as you wish on a slide.

NOTE: The Apple color monitor may cause the colors in your block to change as you move the block around the screen. If the colors in your block are incorrect, gently move your block to the left or right before stamping the block on your screen.

HINT: You can use the Copy option to erase your mistakes. For example, if you make a mistake while working on a white screen and you cannot use the Undo function, simply copy a white block and stamp it over your error.

You can also use the Copy option to move a block on your screen. First use the Copy tool to place a duplicate of the block in the new location. Then use the Copy option to cover the original block with an area that matches the background color.

In some cases, it may help to form a block that includes extra background area surrounding the object you want to move. When you reposition the block, the background area in the copied block will cover the original object you moved.

For example, suppose you drew a black logo on a white background and then decided you wanted to move the logo slightly to the right. You could include enough white background area in your block, so that when the logo is repositioned, the white background area would cover the original logo.

Paste

When you copy a block from a graphic screen or select Clip Art, it is placed in an area of the computer's memory called a clipboard. When you select the Paste option from the TOOLS MENU, the program copies the block or clip art that is in the clipboard to the current slide. This feature saves valuable time when you need to use a piece of clip art, or a block of your Graphic slide, several times in a single session.

When you select the Paste option from the TOOLS MENU, the clip art or graphic block that is in the clipboard will appear on your screen. Move your cursor to position the block or clip art. Then press the Apple key or Action Button to paste it on the screen. You can stamp the contents of the clipboard on a single slide or on many Graphic slides as many times as you desire. The contents in the clipboard will remain until you copy another block, load a new piece of clip art, or quit the program.

Clip Art

The *Slide Shop* package includes a library of clip art that has been specially selected to enhance slide presentations. You can also use any *Print Shop*TM compatible clip art with the *Slide Shop* program. In addition, you can create and save your own full color clip art.

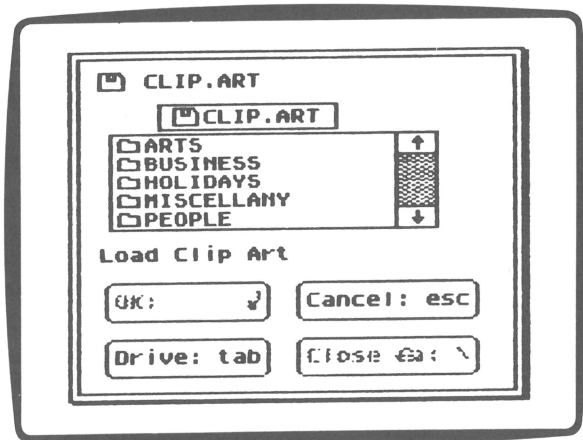
Using the Clip Art Libraries

Slide Shop and *Print Shop*TM compatible clip art appears as a blank outline image on your screen. This means that the "inside" of the clip art will be the same color as the background on which you place it. To color your clip art, stamp it on a white background. Then use the Flood Fill tool to fill areas of the clip art with color. (See *Working With Your Clip Art*.)

Selecting a Piece of Clip Art

To choose a piece of clip art from a disk, follow these instructions. (*Slide Shop* and *Print Shop*TM clip art are handled in the same manner. You do not need to convert *Print Shop*TM clip art to ProDOS to use it with *Slide Shop*.)

1. Insert the disk with your clip art in the disk drive. (The *Slide Shop* Clip Art Library is stored on Side 2 of Disk C.)
2. Select the Clip Art option from the TOOLS MENU. The Clip Art disk menu will appear on your screen.



3. The *Slide Shop* clip art is stored in folders that contain groups of related clip art. Click on the folder that you want to open. (To preview the clip art in each folder, see Appendix E.)

A list of the clip art files in that folder will appear in the menu window.

4. Click on a clip art file. The clip art will appear on your screen. (To open a different clip art folder, press \ or click on Close. Then select the folder that you want.)

If you are not satisfied with your selection, press Esc to return to the disk menu where you can select another piece of clip art.

NOTE: Once the clip art appears on the screen, you can press the H or V key to flip it horizontally or vertically. Pressing the H or V key again will flip the clip art back to its original position.

5. Stamp the clip art on the screen by pressing the Apple key or Action Button.

You can stamp the clip art as frequently as you like on a single slide. When you have finished stamping clip art, press Esc. The last piece of clip art you selected will be temporarily stored in the clipboard used by the Paste function. (See the section on Paste that appears earlier in this Reference Guide.)

HINT: For bolder outlines, stamp your clip art on the screen. Then move the art one pixel to the left or right and stamp it again.

Coloring Your Clip Art

The easiest way to color your clip art is to use the Flood Fill option. Since you can only fill white or black areas, you should stamp your clip art on a white background before adding background color to your slide.

HINT: If you have a slide with a colored background, and you want to add and color clip art, press Ctrl-B to create an opaque white background for the clip art. Then use the Flood Fill tool to color the clip art and the surrounding white areas.

You can also use the *Slide Shop* drawing tools to color or embellish clip art, although this technique requires more time and drawing skill than using the Flood Fill tool.

Creating Original Clip Art

With *Slide Shop* you can also create your own full-color clip art libraries by copying and saving sections of your slides. Here is how to do it:

1. Use the Copy tool to frame and select the area of your graphic screen that you want to store as clip art. You can copy up to approximately one-half of the screen. For instructions, see the description of the Copy function that appeared earlier in this Reference Guide.

NOTE: Once you have framed and selected the area of the screen that you want to save as clip art, you can press the H or V key to flip the area horizontally or vertically. Pressing the H or V key again will flip the area back to its original position.

2. Insert a ProDOS formatted disk (or a Show disk) in the disk drive. Then select the Save Clip Art option from the FILE MENU.
3. When the disk menu appears on your screen, type a name for your clip art. Then press Return or click on OK.

You can create original art to store as clip art, or you can save blocks from *Slide Shop* graphics or borders. You can even color and save blocks of clip art from existing clip art libraries. Unlike the *Slide Shop* and *Print Shop*™ clip art libraries, your clip art can contain color. However, as you will discover, the colors will shift if you move your homemade clip art across the screen. When this happens, shift the clip art slightly until the color looks correct.

HINT: If you have a logo or similar symbol that is likely to be used frequently in your presentations, it is a good idea to save it as clip art so that it is easy to select each time you want to use it.

Graphic Background

The *Slide Shop* package includes an assortment of colorful full-screen backgrounds which you can use to enhance your slide presentations. Graphic Backgrounds are stored on *Slide Shop* Disk B. The backgrounds are divided into two categories—Templates on Side 1, and Scenes on Side 2.

- Templates are specially designed full-screen backgrounds that include blank space where the user can add personal messages or artwork.
- Scenes are full-screen graphics that can stand alone or can be customized by adding text and artwork.



Template



Scene

The collection of *Slide Shop* templates and scenes on your disk are shown in Appendices B and C.

To select a graphic background, follow these instructions:

1. Insert the Graphic Backgrounds disk (*Slide Shop* Disk B) in a drive.
 - Insert the disk with the label facing up (Side 1) to select a template.
 - Insert the disk with the label facing down (Side 2) to select a scene.
2. Select the Graphic Backgrounds option from the TOOLS MENU.

NOTE: When you select a graphic background, the program will warn you that you are about to erase whatever is on the screen. If you want to save your current slide, do so before selecting a graphic background.

3. A disk menu will appear on your screen. Click on the file you want to open.
4. The disk menu will disappear and the background you selected will fill your screen.
5. After you've examined the background, press Esc. The disk menu will appear on your screen. If you are not satisfied with your selection, you can select another background. When you're satisfied with your selection, press Esc or click on Cancel to keep the background and return to the main Menu Bar.

To remove the background from the screen, select Clear Screen from the EDIT MENU.

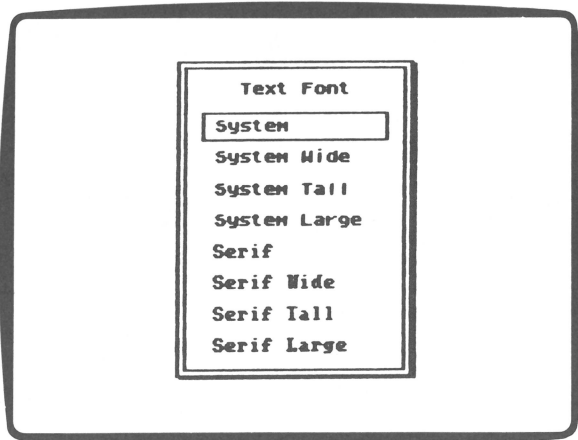
Select the Graphic Background option when you want to use full-screen graphics that were created with compatible paint programs. For more information, see Importing a Graphic in this Reference Guide.

Text Editor

The Text Editor is a built-in word processor that lets you add text to your Text slides in a variety of fonts and colors.

NOTE: The Text Editor is available only when you are creating a Text slide. To add text to a Graphic slide, choose the Type option from the TOOLS MENU.

When you select Text Editor, the Text Fonts menu will appear on the screen.



NOTE: You can change Text fonts at any point in the design of your Text slide. However, when you select a new font, all of the text on your slide will appear in that font. You cannot combine fonts on a single Text slide.

When you select a font, the menus will disappear, leaving you the full screen on which to type your text. To enter text, use the Space Bar to position your cursor. Then begin typing.

The vertical bar cursor indicates that you are in the Insert Typing mode. To toggle between the Insert and Typeover modes, press Apple-E. The horizontal bar cursor indicates that you are in Typeover mode.

The following editing commands are available when you are using the Text Editor:

KEYS	FUNCTION
Arrow Keys	Moves the cursor up, down, left and right
Delete, Apple - D	Deletes backward, erasing the character to the cursor's left
Apple-F	Deletes forward, erasing character to cursor's right
Apple-X	Clears text; erases all characters
Apple-Z	Undo editing; restores to original condition
Apple-E	Toggles between Insert and Typeover typing modes
Esc	Finish editing, and return to main Menu Bar

NOTE: You can substitute the Control key for the Apple key in each Apple key combination above.

You can use the Text Editor with any color in the *Slide Shop* Color Palette. (See Ink Color in the Color Menu section that follows.) However, you can use only one ink color on a single Text slide. If you change ink colors at any point in the design of your Text slide, ALL text on the slide will appear in the new color you have selected. You can also choose different background colors for your Text slides. (See Background Color in the Colors Menu section that follows.)

The Colors Menu

Slide Shop offers dozens of exciting colors and patterns to complement your Text and Graphic slides. You can choose from a wide variety of ink colors for the Brush, Pen Line, Frame, Block, Ring, Oval, Flood Fill, Type, and Text Editor tools. You can also select colors for your borders, and background colors for your Text slides.

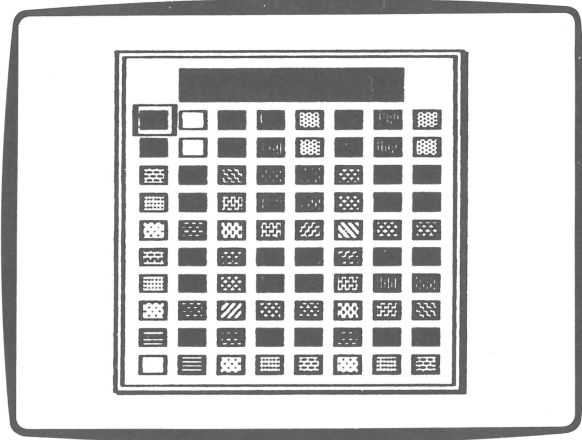
To change colors, open the COLORS MENU. The Ink Color, Border Color, and Text Background options are described below.

Ink Color

Ink color is the color that appears on your screen when you use the Brush, Pen Line, Frame, Block, Ring, Oval, Flood Fill, Type, and Text Editor tools. The current ink color is displayed in the small box on the upper right-hand side of the Menu Bar.

Selecting an Ink Color

Each time you load the *Slide Shop* program, the ink color will be black until you select a different color. To change colors, open the COLORS MENU and select the Ink Color option. The *Slide Shop* Color Palette will appear on your screen.



The current color will be enclosed in a black frame. It will also appear in the large rectangle at the top of the palette.

To select a different color, use the Arrow keys to move the cursor box over the color, then press Return. If you are using a pointing device, simply point and click on the color you want. (The color will appear in the large rectangle at the top of the palette. Then you will be returned to the graphics screen.) Notice that the color you selected will appear in the color window on the far right side of the Menu Bar.

NOTE: When working with a Text slide, selecting a different ink color will change the color of all text that is currently on the screen.

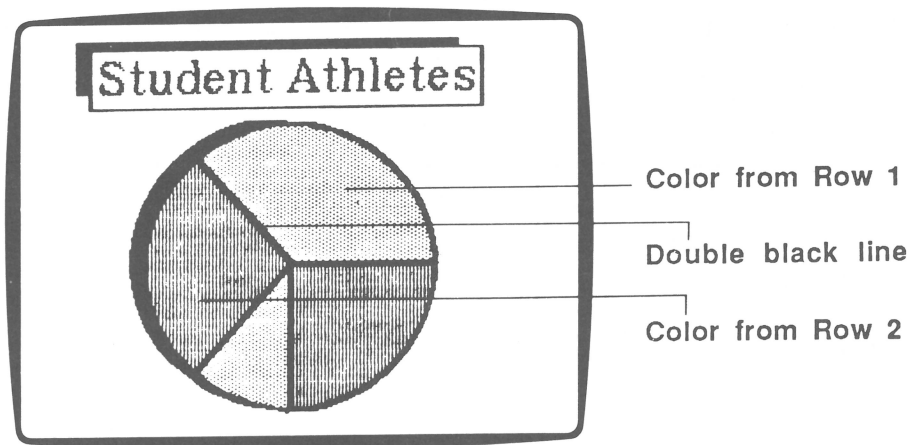
The *Slide Shop* Color Palette

Because of the way Apple computers display colors, certain colors from the palette will "clash". This means when placed side by side, pixels of one color will cause pixels of a clashing group to change color.

The *Slide Shop* Color Palette is designed to minimize clashing while giving you the maximum number of color choices. Row 1 of the palette consists of colors that can be used together without clashing. Similarly, Row 2 of the palette consists of colors that can be used together without clashing. However, if you place a color from Row 1 directly beside a color from Row 2, clashing will occur.

You'll notice that Rows 1 and 2 both contain black and white. While these colors look identical, they will react differently on your screen. To avoid clashing, choose the black or white from the row of colors you are working in. For example, if you want to type black letters on a background color from Row 2, choose the black from Row 2.

HINT: Mixing blacks or whites from Rows 1 and 2 will not have the clashing effect that other combinations will. In fact, using a mixture of blacks or whites from both rows is a technique that can help prevent clashing. For example, suppose you want to fill a section of a pie chart with a color from Row 1 and an adjacent section with a color from Row 2. To avoid clashing, you could draw a double black line between the sections—one black line from Row 1 and the other from Row 2. See figure below.



The colors in Rows 3 through 10 have been created by mixing colors from Rows 1 and 2. Any of these colors can be used together without clashing. There may be a degree of clashing when placed adjacent to colors in Rows 1 and 2.

NOTE: All colors can be used on the same screen. Clashing occurs only when colors from Rows 1 and 2 are placed side by side or on top of each other (for example placing colored text from Row 1 on a background color from Row 2.)

Border Color

Slide Shop Borders are black designs on a white background. The Border Color option lets you select a color for the black border design. The background of the border will remain white unless you use the Flood Fill option or one of the other drawing tools to change the color.

To change border colors, click on the Border Color option at the COLORS MENU. When the color palette appears on your screen, click on the color you want to use as your border color.

Changing the border colors will sometimes change the design of your border. If this happens and you do not like how it looks, click on Undo at the EDIT MENU. If it cannot be undone, select Border Color again. Then select Black at the Palette.

Once you select a border color, all subsequent borders you select will appear in that color until you select a different border color or quit the program.

Text Background

The Text Background feature on the COLORS MENU allows you to change the background color at any point in the design of your Text slides. The new background color will fill the screen behind any existing text.

NOTE: The Text Background option is available only when you are creating Text slides. It is not available for Graphics slides.

To change the background color of a Text slide, select Text Background from the COLORS MENU. The color palette will appear on your screen. Click on the color you want as your background color. That color will fill the screen behind any text on your screen.

If you use clashing text and background color, the background directly behind the text will be a color other than the background color you selected. If you do not like this effect, select colors that are compatible. For more information, see the Color Palette information in the Ink Color section of this Reference Guide.

HINT: To obtain the highest resolution and most legible slides, select either black type on a white background or white type on a black background.

Correcting Mistakes

There are several ways to correct mistakes on your slides. Many of the Hints in the Tools section of this Reference Guide suggest ways you can use various tools to erase errors. For example, with Graphic slides you can use the Brush tool as an eraser. Simply select the ink color that matches your background color. Then use the Brush tool to erase (cover) the mistake. Be sure to select a brush shape that matches the shape and size of the area you wish to erase so that you do not get unwanted "ink" on areas surrounding your mistake.

Similarly, you can use the Block tool to quickly cover larger areas of your screen. (You may want to select a different Ink Color immediately after you correct your mistake to avoid confusion later. If you try using a drawing tool and nothing appears on the screen, it may mean that the Ink Color is set to the same color as your background.)

In some cases, you may be able to use the Copy tool to copy a block of your Graphic slide and then stamp that block over your mistake. This method eliminates the need to change ink colors, but can only be used when you have a block of background that matches the background area you want to erase.

If you are designing a Text slide, you should use the text editing commands to delete text from your Text slides. For more information, see the Tools section of this Reference Guide.

There are also two important features on the EDIT MENU that make it quick and easy to correct mistakes. These features, Undo and Clear Screen, are described below.

Undo

Undo allows you to delete the last addition you made to your slide. To select Undo, press Apple-Z or choose Undo from the EDIT MENU. The last addition you made to your slide will be erased from the screen. If you decide that you want to restore that work, select Undo again and the work will reappear in its original position.

The Undo command works only on the last work you added to your graphic. Suppose, for example, that you had designed your slide and then used the Flood Fill feature to color one of the enclosed areas. If you decided you did not like the color you selected, you could click Undo to remove the color from your screen. If you clicked Undo again, the color would return to the screen. However, if you filled the area and then used another drawing tool, choosing Undo would not remove the color from the screen.

NOTE: Undo works only when the Menu Bar is visible and only on the last command you executed. If you make a mistake, don't panic and try to correct it by executing another command. Simply select Undo and your error will disappear! Just be sure to correct the mistake before you execute another command.

Clear Screen

To clear your screen, select Clear Screen from the EDIT MENU. If you clear the screen and then change your mind, select Undo immediately. Otherwise, any unsaved work will be permanently lost.

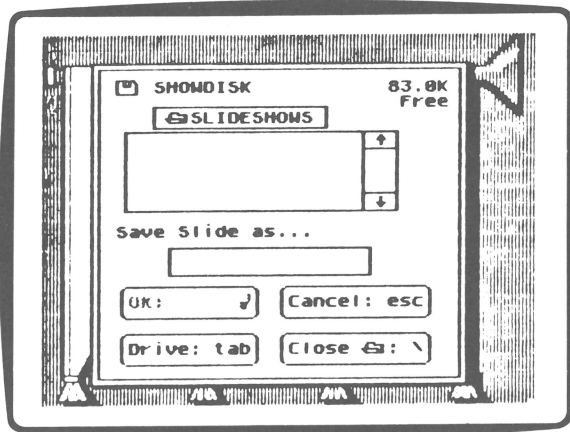
Previewing a Slide

Slide Shop allows you to preview how your slide will look and sound when displayed in your slide presentation. When you click on Preview Slide at the EDIT MENU, the Menu Bar will disappear, displaying the slide as it will appear in your slide show. You will also hear any sound that you have added to the slide.

Saving a Slide

Slide Shop slides can be saved and stored on any ProDOS formatted disk. However, if you want to create a self-running Slide show, you must save your slides on a Show disk. For information about creating a Show disk, see the Getting Started section of this handbook.

To save your slide, insert your Show disk in the disk drive. Then select Save Slide from the FILE MENU. The disk menu will appear on your screen.



Type the name of your slide and press Return. The title can be up to 15 characters long. (The program will replace a space between words with a period.) Try to give each slide a name that clearly identifies the contents of the slide. This will help you when you are using the Script function to sequence the slides for your slide show presentations.

When saving a slide, the program automatically looks for the Slideshows folder on your Show disk. This is very important, since a slide saved outside this folder can not be incorporated into your slide show. In fact, you may want to check the Show disk menu to be certain you are saving your slide inside the Slideshows folder.

If the program cannot locate a Show disk, you will see the warning "To save on a Show disk, insert it now. Click on OK when ready." If you want to save your slide on a Show disk, insert your Show disk and click on OK or press Return. If you do not want to save your slide to a Show disk, click on OK. Your slide will be saved to the disk listed on the disk menu.

If you accidentally save your slide outside the Slideshows folder, don't worry. Simply load the slide and save it again inside the folder.

The number in the upper right-hand corner of the disk menu tells you how much space is available on your disk. (There are two blocks per K. You can figure approximately 2 blocks (1K) per Text Slide and approximately 10 blocks (5K) per Graphic slide.) If you discover you are running out of space on your Show disk, you can either modify your presentation or copy your slides and script on to a ProDOS disk and run your presentation using the *Slide Shop* program. (See Hint on next page.)

HINT: Whenever possible, you should save your slides to a Show disk. Show disks are self-booting, and the *Slide Shop* program automatically checks for a Show disk when saving or loading slides. However, if you need extra room on your disk, and you do not need your presentation to be self-booting, you can save your slides on any ProDOS formatted disk. This will provide an extra 110 blocks of space (about 10 Graphic slides or 70 Text slides). You can then display your presentation in the Preview Script mode.

Using *Slide Shop* with Other Graphics Programs and Utilities

Graphics created with any paint program that supports Standard Single Hi Res graphics for the Apple can be used with *Slide Shop* and easily incorporated into your slide presentations. This includes both ProDOS and DOS 3.3 graphics programs such as *816 Paint*, *MousePaint*, *Stickybear Draw*, *Blazing Paddles*, *Graphics Magician*, and many more. You can even use Logo screens stored as single Hi Res graphics. You can also use any video digitizing system that saves images as Single Hi Res Graphics (e.g., *Computer Eyes*, *Thunderscan*) to create images for your slide presentations.

Slide Shop also contains a special save feature which allows you to export *Slide Shop* graphics to other paint programs (in case you need to use more specialized paint programs). However, you can only export *Slide Shop* images to compatible ProDOS programs such as *816 Paint*. You will need to convert your *Slide Shop* graphics to use them with DOS 3.3 programs. For more information, see Exporting and Importing a Slide Image below.

Exporting a Slide Image

To use a *Slide Shop* image with a compatible paint program, save the *Slide Shop* image using the Export Slide Image option at the FILE MENU.

When you export an image, *Slide Shop* treats the file as a graphic background, NOT as a slide. This means you cannot incorporate an exported image directly into a slide show. If you want to use the image as a slide, be sure to select the Save Slide option instead of the Export Slide Image option.

To save your *Slide Shop* image for export to a compatible program:

1. Insert a ProDOS formatted disk into the disk drive.
2. Click on Export Slide Image at the FILE MENU .
3. When the disk menu appears on your screen, type a name for the file and click on OK or press Return.

Importing a Slide Image

Any graphic that has been saved as a single Hi Res Graphic is simply a Graphic Background, similar to the Scenes and Templates on Disk B. This includes ProDOS, DOS 3.3, and LOGO graphics, and even compatible digitized images.

To load the graphic into *Slide Shop*, create a Graphic slide. Insert your disk and select the Graphic Background option at the TOOLS MENU. Then click on the Graphic file you want to load. You can use the *Slide Shop* tools to modify the image. When you are ready, select the Save Slide option from the FILE MENU to save the screen as a *Slide Shop* slide.

NOTE: Many graphics programs give you the option of saving files in a packed form to save disk space. Always save the file in its unpacked form. Slide Shop cannot recognize a packed file.

Using SuperPrint Graphics with Slide Shop

To use *Superprint* graphics with *Slide Shop*, you will first need to convert the graphics using the *Pelican Graphics Converter* program. The *Pelican Graphics Converter* is available as a separate product from Scholastic (product number 86346). To order call 800-541-5513. In Missouri, call 800-392-2179.

NOTE: The Pelican Graphics Converter allows you to convert SuperPrint clip art for use with Slide Shop.

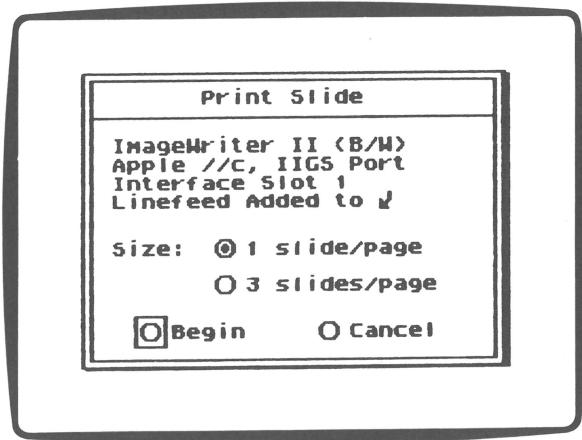
Loading a Slide

To load a slide, insert your Show disk in the disk drive. Then click on Load Slide at the FILE MENU. The disk menu will appear listing the slides on your disk. Click on the slide you want to work with. The slide will appear, replacing anything that is already on your screen.

Printing a Slide

Slide Shop's specially designed printing feature lets you print your text and graphic slides in black and white, or in color on the Imagewriter II. You can print in two sizes—one slide per page or three slides per page. This makes it convenient to use your printouts as handouts or as transfers to overhead transparencies.

To print a slide, select the Print Slide option from the FILE MENU. The Print Slide menu will appear on your screen:



The information at the top of the menu displays the current printer set up. If the information is incorrect, press Esc or click on Cancel at the bottom of the menu. Then follow the instructions for Setting Up Your Printer in Part I of this Reference Guide. If the information is correct, select the size option that you prefer.

Make sure your paper is ready and your printer is set to Select. Then click on Begin to start printing. You can stop printing at any point by pressing Esc.

Deleting a Slide

To delete a slide, open the FILE MENU and click on the Delete Slide option. The disk menu will appear on your screen. Click on the slide that you want to delete. The program will warn you that deleting a slide will remove the slide permanently. If you still want to delete the slide, click on OK or press Return.

IMPORTANT: Be sure that you want to proceed. Once you delete a slide, you cannot restore it.

PART 3: WORKING WITH SCRIPTS

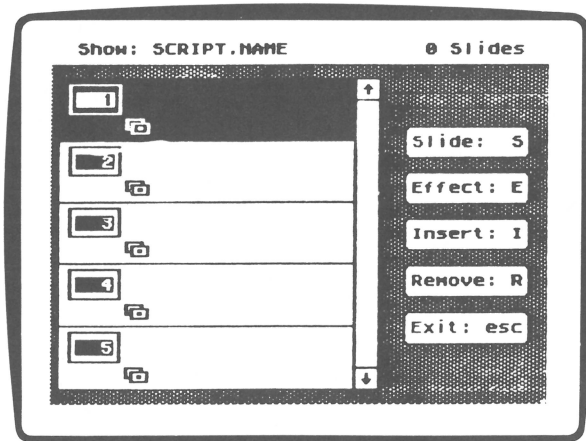
Creating a New Script

After you have designed and saved your slides, you're ready to write a script for your slide show. The script informs the program of the order in which the slides appear and the special effects (transitions) that should appear between each slide.

Creating a Script is a three-step process. Each step is described below.

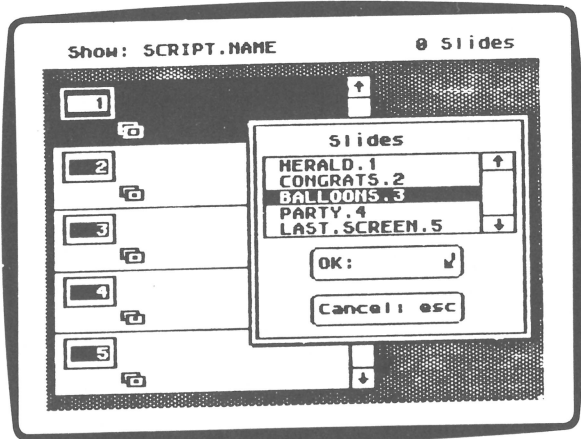
Step I: Selecting the New Script Option

1. Insert your Show disk in a disk drive.
2. Select Create New Script from the FILE MENU. The disk menu will appear on your screen. Be sure the disk menu shows the correct disk and folder where your slides are stored. (The slide names should appear dimmed in the window.)
3. Type a name for your script. Then press Return or click on OK. The Scriptwriter screen will appear on your screen.
4. Select the Edit Script option from the EDIT MENU. The EDIT MENU will disappear and the first frame of the script will be highlighted.

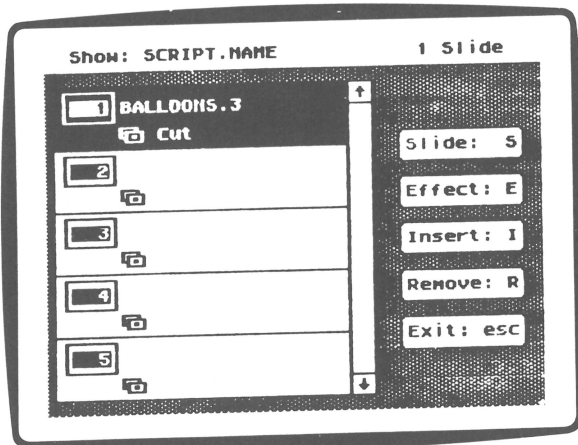


Step II: Selecting a Slide for the Frame.

1. At the Scriptwriter screen, click on Slide or press S to see the list of slides on your Show disk.
2. Press the Arrow keys or click on the arrows on the right of the slide window to scroll through the list of slides. Click on the slide you want to appear in the highlighted frame.



The slide window will disappear and the name of the slide you selected will appear on the first line of the highlighted frame.



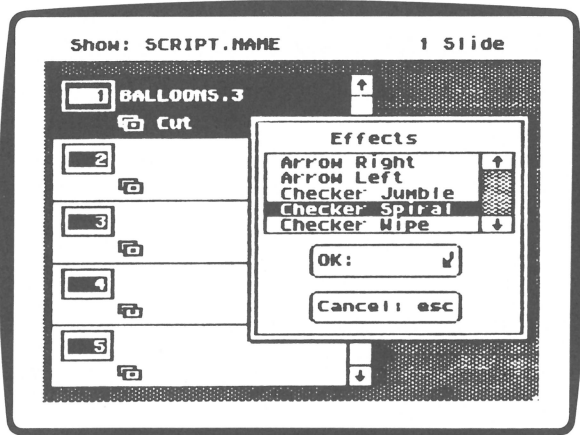
HINT: You can use a slide more than once within your script. Reusing a slide is a great way to add to your overall presentation without taking up additional space on your Show disk. It can also help to emphasize a point you want to make and to add continuity to your presentation.

Step III: Selecting an Effect for the Frame

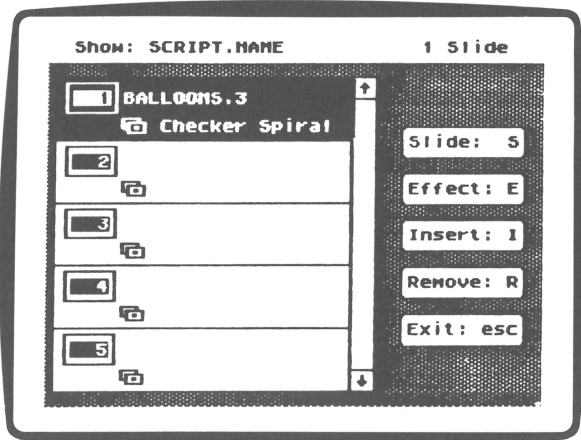
Slide Shop provides over 40 Special Video Effects (transitions between slides) that can give your slide presentations a highly professional look. The best way to familiarize yourself with the many effects is to experiment.

To select an effect for a highlighted frame:

1. Click on Effects or press E. The Effects window will appear on the screen.



2. Use the Arrow keys, your mouse, or joystick to move through the list. Then click on the effect that you want to use as the transition *from* the highlighted slide *into* the following slide. The effect you selected will appear on the second line of the highlighted frame as shown here:



3. After you have selected a slide and an effect for the first frame of your script, use the Down Arrow key or click on the number of the next frame of the script. Repeat Steps II and III to select slides and special effects for each frame in your slide show.

NOTE: If you do not select an effect for a frame, the program will automatically "cut" to the next slide. This means that the next slide will very simply replace the slide on the screen.

As you experiment with the Scriptwriter, you'll discover the method of scripting that works best for you. For example, you may find it easier to first insert slides in each frame, and then go back and select effects for each frame. Or you may prefer to select the slide and effect for Frame 1 before moving on to Frame 2. Either way is acceptable, since you can always go back and change your choices.

Changing a Slide or Effect

To change a slide or an effect in your script, highlight the frame and select a new slide or effect the same way you selected the unwanted slide or effect. If you are using a pointing device, you can also click directly on the original slide or effect in your script. The appropriate window will appear on your screen from which you can choose a replacement slide or effect.

Inserting a Frame

If you want to insert a frame into your script, highlight the frame where you want the new frame to appear. Then click on Insert or press the I Key. The frame you highlighted will drop down one frame and an empty frame will appear in its place. You can then select a slide and an effect for the new frame.

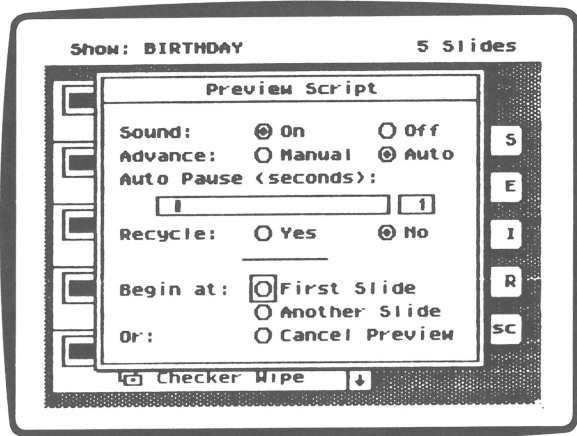
Removing a Frame

To remove a frame from your script, highlight the frame that you want to remove. Then click on Remove or press the R Key. The highlighted frame will disappear and the following frame will move up in its place.

Previewing a Script

While you are at the Scriptwriter screen, you can preview all or part of your slide show. Here is how you do it:

1. Press Esc or click on Exit to open the EDIT MENU. Then select the Preview Script option. The Preview menu will appear on your screen.



The darkened circles indicate the current setting. To change a setting, use the Arrow keys to move the square cursor box over the preferred setting. Then press Return. If you have a pointing device, simply point and click on the setting of your choice.

2. Select whether you want to hear Sound during your preview.
3. Select whether you want the slide show to advance manually or automatically (auto).
 - If you select Manual, you will have to press a key or the Action Button to advance to the next slide.
 - If you select Auto, you can indicate how long the slide will pause on the screen before it automatically advances to the next slide. Auto Pause can be set from zero to twenty-nine seconds. The number in the box on the right is the current setting. To adjust the setting, press the Right or Left Arrow key, or click the Action Button on your pointing device and drag the bar in the rectangle until the setting is correct.

HINT: The Auto Pause setting determines how long the program will pause after it loads the next slide. It can take a few seconds to load a slide. In addition, some of the effects can add a few seconds to the time each slide remains on the screen. A setting of zero through five seconds usually works best. If your audience needs more than five seconds to view the slide, the slide probably contains too much information. (The Demo Slide Show on Side 2 of your Master disk is set at zero seconds.)

What if your overall presentation works best at a fast setting (e.g., one second) but occasional slides require extra display time?

Add sound clips to the slides which require additional display time. Regardless of the Auto Pause setting, slides with sound will remain on the screen for the duration of the music.

4. Select whether you want to recycle the presentation. In automatic mode, recycling the show will allow the show to repeat continuously until you press the Esc key. In manual mode, pressing a key after the last slide in the presentation will call up the first slide in the presentation.

HINT: If you are recycling your presentation, you may want to add a solid colored (preferably black) slide to the end of your presentation. This signals that the presentation is ending and helps clarify the lack of continuity between the last and the first slide in your presentation. (If disk space is a problem, create a solid colored Text slide using the Text Background option.)

5. Select which slide you want to preview first.
 - To begin your preview at the first slide, click on First Slide.
 - If you want to begin at a different slide, click on Another Slide. A list of slides will appear on your screen. Click on the slide you want to appear first.
 - If you want to return to the Scriptwriter screen, press Esc or click on Cancel. You can return to the Scriptwriter screen at any point during the preview by pressing Esc at the Preview menu.

During the preview (and the presentation), the following keys are operable:

-> , Spacebar, Apple Key, or Action Button	To advance to the next slide.
<-	To return to the previous slide.
J	To jump to any slide out of sequence.
<	To move to the first slide of the show.
>	To move to the last slide of the show.
Esc	To stop the show and return to the Preview menu.
P	To turn the pointer on or off. (See Slide Show Pointer below.)

The options that you set at the Preview menu will be saved on your Show disk along with your script. When you load your Show disk to present your slide show, the Preview options you set will serve as the initial Presentation options. (See Running a Slide Show Disk below.)

NOTE: You can preview your slide show without saving your script. If you do not want to lose your script, remember to save your script to your Show disk.

HINT: Presetting the Presentation options at the Preview menu is very important when you are designing a Slide Show disk for someone else to run. For example, if you want to send someone a self-running birthday presentation, be sure to set the appropriate Auto Advance and Auto Pause options at the Preview menu. Then save your script. That way, you can determine how the user will view the presentation without providing any additional setup instructions with the Show disk.

To set up a self-running slide show for display purposes, make sure the Recycle and Auto Advance items are turned on. Then, start your show and let it run and rerun.

Slide Show Pointer

While previewing or presenting your slide show, you can activate a special pointer which lets you point out items on your slide. The pointer is available only in manual mode, and only if you have a joystick, mouse, or touchpad connected to your computer.

When you want the pointer to appear, press P. Use your pointing device to move the pointer around the screen. To remove the pointer from your screen, press P again.

Saving a Script

To save your script, make sure your Show disk (or the disk which stores your slides) is in the disk drive. Then open the FILE MENU and select the Save Script option. The disk menu will appear on your screen showing the name you gave your script when you created it. If you want to keep your original script name, click on OK or press Return. If you want to save your script under a different name, delete the existing name and type a new name. Then click on OK or press Return.

IMPORTANT: Make sure that you save your script each time you make a change you want to keep, including changes in the Preview options.

After you have saved your script, you can modify any slide listed on your script. As long as you do not rename the slide after it's been modified, you will not have to edit your script to replace the original slide with the modified version.

Loading a Script

To load an existing script, insert your Show disk in a disk drive. Then select the Load Script option from the FILE MENU. A disk menu will appear listing the scripts on your Show disk. Click on the script you want to see. The script will appear on your screen.

Printing a Script

Slide Shop makes it easy to print your script. A printed copy of your script can help you organize your presentation. While you are previewing your slide show, a printed copy of your script helps you remember the sequence and the special effects you selected, and serves as a handy worksheet on which to note changes. During a slide show, you can also use the script as an outline of the slides in the show.

To print your script, select the Print Script option from the FILE MENU. A prompt will appear reminding you to check that your paper and printer are ready. If you have not already set up the program for your printer, press Esc or click on Cancel. Then set up your printer at the APPLE MENU. (See the Setting Up Your Printer section of this Reference Guide.) If everything is properly set, press Return or click on OK. Your script will begin printing.

Deleting a Script

To delete a script, select the Delete Script option from the FILE MENU. A disk menu will appear on the screen listing the scripts on your disk. Click on the script that you want to delete. A prompt will warn you that you are about to erase this script forever. If you are sure that you want to delete this script, click on OK or press Return to continue.

NOTE: When you select Delete Script, you are deleting only the script, not the slides that are listed on that script.

PART 4: PRESENTING A SLIDE SHOW

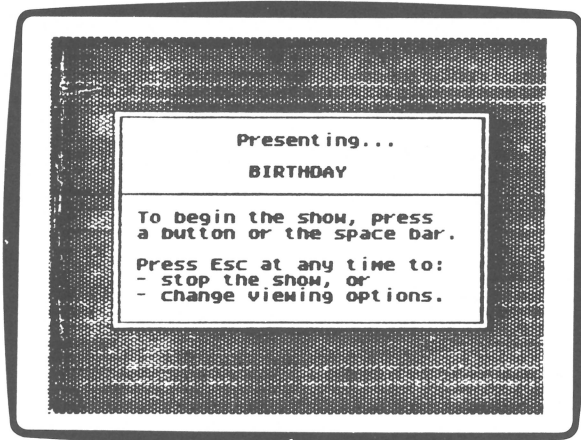
Running a Slide Show Disk

After you've saved your slide presentation on a Show disk, you can load your Show disk and run your presentation without the use of the *Slide Shop* Master disk.

To run your Slide Show disk:

1. Insert your Show disk in Drive 1 of your computer.
2. Turn on your computer and your monitor, or press Control-Apple-Reset if the computer is already on.
3. The Show disk title screen will appear. If you have more than one script on your disk, the program will present a menu that allows you to select the show you want to present. Click on the show you want to see. (The program recognizes if you have a single show on your disk.)

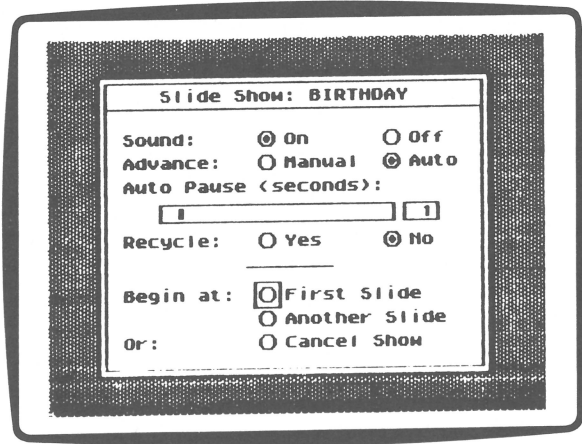
The opening Show disk screen will appear:



4. The presentation options will be set according to the last options you set at the Preview menu (providing you saved your script after setting the options). If you are satisfied with this setting, press the Space Bar to begin your presentation.

Changing the Presentation Options

To change the Presentation options, press Esc at the opening Show disk screen. The Presentation options will appear on your screen. (The darkened circles indicate the current settings.) Notice the Presentation options are the same as the Preview Script options.



To change the presentation options, see Previewing a Script in this Reference Guide. The changes you make in the Presentations options will not be saved to your Show disk. If you want to save the changes, load the script into the *Slide Shop* program. Select the Preview Script option and make your changes at the Preview Script menu. Then save your script to save the new settings.

IMPORTANT NOTE: Make at least one backup of your completed Show disk. Backups are especially important if you will be setting the show to recycle continuously, since the disk will eventually "wear out" from repeated contact with the drive heads.

PART 5: *SLIDE SHOP* GOES MULTIMEDIA

Slide Shop is more than a computer slide show maker—it's a complete multimedia production tool. You can use *Slide Shop* to create self-running display disks, videotape presentations, printed presentation handouts, titles for videotape productions, and much more. With its built-in graphics and sound capabilities, *Slide Shop* makes it easy to create professional-looking audiovisual materials for almost any occasion.

This section of the Reference Guide suggests ways that you can put *Slide Shop* to work as a multimedia production center. It also provides a list of the bonus video graphics included in your package. For complete instructions on using all of *Slide Shop*'s features and functions, see Parts 1-4 of the Reference Guide.

Sounding Off With *Slide Shop*

Slide Shop's sound clips can turn your slide shows into true audio/visual productions. Use the sound clips to attract attention to key points in your productions, to set the mood for specific segments, or simply to amuse and entertain your audience. Because the sound library includes clips of different lengths, and because a slide will remain displayed for the full length of a sound clip, you can also use sound to vary the pace of your productions. The longer the duration of the sound clip attached to a slide, the longer the slide will remain displayed on the screen.

If you have recorded your show on videotape, you can use the audio dub feature on your VCR to add voice-over narration, music, or a complete soundtrack to your production. For more information, see the Reference Guide section of the User's Handbook.

The Power of Printouts

When you are preparing a multimedia presentation, don't forget that print is a powerful medium, too. *Slide Shop* allows you to print your slides in two sizes suitable for use as handouts or transfers to overhead transparencies. Once you have printed your slides, you can photocopy them for use as handouts. You can also transfer the printed slides to overhead transparencies by photocopying them onto transparency film. Most commercial photocopy centers are equipped to handle this sort of paper-to-transparency transfer.

Using *Slide Shop* With Your VCR

You can connect your computer to your VCR and record your shows on videotape. Use this computer-VCR combination to record complete shows on videotape, or use your slide shows as title sequences for video programs. Then, if your VCR has an audio dub function, you can add your own music, sound effects, or narration.

Getting the video signal from the computer to the VCR is simple. Run a cable from the composite video output on the back of the computer to the video input on the back of the VCR. If you have an Apple IIe or IIc computer, use the same video output that you use for your monitor (unless you have an RGB monitor, in which case you should use the standard video output instead). If you have an Apple IIGS computer, use the output that is labelled with a small computer screen.

If your VCR is not connected to your television, you can still view the transfer. Simply connect your VCR's Video Out connector to the Video In connector on your computer monitor. You can then watch the transfer on your monitor.

NOTE: When the components are connected and you are ready to record the slide show, make sure that the VCR is set to record from the "LINE INPUT" or "VIDEO INPUT" rather than from the TV or some other source. Most VCR's have a switch that you set for this purpose.

On an Apple IIe or IIc, getting sound from the computer to the VCR is not so simple, since there is no direct audio output on the back of these machines. On the Apple IIe, there is a way to disconnect the internal speaker and to install an audio output, but this work is best left to an authorized service center. The only other alternative is to place a microphone that is plugged into the VCR next to the speaker on the Apple IIe or IIc. Although this should pick up the sound from your slide show, it may also pick up some external noise.

The sound connection is simpler on the GS, since the GS has a headphone jack that serves as a high-level audio output.

Run a cable from this output (which requires a "mini-phone" connector) to the audio input on the back of your VCR (which usually accepts an "RCA" or "phono" type plug).

NOTE: While the GS headphone jack is a high-level output, the audio input on your VCR is probably a low-level input. As a result, the sound from your slide show may appear distorted once it is recorded on tape. If this is the case, enter the GS Control Panel and turn down the sound level on your computer. If this doesn't work, many electronics stores carry inexpensive adapters and microphone mixers that will change a high-level signal to a low-level signal.

Using Slide Shop With Your Overhead Projector

To create overhead transparencies from your *Slide Shop* screens, you must first print your slides. Then take the printouts to a copy center that is equipped to create transparencies from printed pages. (Some schools also have this equipment.) Color may not reproduce well, but once you have a black and white transparency, you can color it with felt-tip markers or ink.

Slide Shop as a Video Title Maker

Use *Slide Shop* to create title and credit sequences for your video productions. Create the titles as a slide sequence, and then record the sequence at the beginning of a blank videotape. Many people prefer to display the title slides in manual mode as they record them on videotape, so they can control the pace of the title sequence.

Bonus Video Title Graphics Collection

The *Slide Shop* Backgrounds disk includes the bonus collection of video templates shown in Appendix B. Use these templates to create professional-looking title and credit sequences for your video productions.

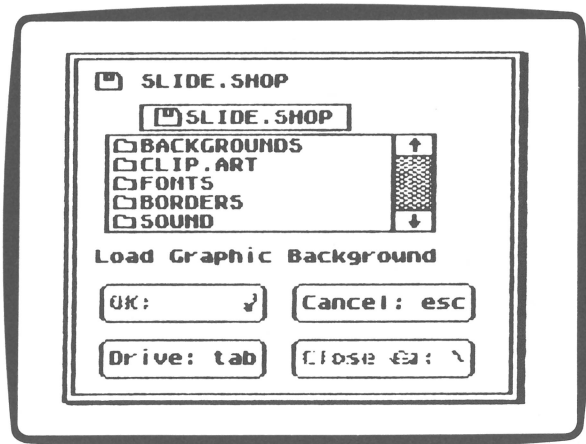
To select a template from the bonus Video Title collection, insert Side 1 of Disk B: Graphic Backgrounds into a drive. Then select the Graphic Background option from the TOOLS MENU. When the Templates disk menu appears, scroll through the list of templates until you see a folder labelled Video.Titles. Click on Video.Titles to open the folder and see the list of video templates. Then select a template. (If you are using the 3.5-inch version of *Slide Shop*, click on the Backgrounds folder. Then click on the Video.Titles folder to see the list of video templates.)

NOTE: The Video templates are stored in the same format as all other Slide Shop background graphics. For convenience, they have been collected inside a single folder labelled Video.Titles.

There are many ways to customize the video templates for your personal videotapes. For example, some of the video templates already contain headings such as Director and Producer as part of the design. If you want to keep these headings, simply type the correct information (Director: Christopher Thomas; Producer: Paula Jeffers; etc.) and save the slide. If you want to use the template for another purpose, use the Brush tool and the appropriate ink color to "blot out" the titles on the template. Then type the titles or information of your choice.

To keep a consistent theme running through your title sequence, use a single template (for example, the TV or Drive-In Movie background) as the background for several slides in the sequence. Type the appropriate information (the names of the program, producer, director, starts, etc.) inside the TV or movie screen, and save the slides using a different name for each one. Then create a script using, for example, the Rectangle Out effect to connect the slides. When you display the sequence, the template background will remain static while the information that you typed on each template will seem to appear magically from the TV or movie screen. You can also try experimenting with the Diamond Out, Dissolve Fast, and various wipe and fade effects.

Here's another way to create a fun animated effect for your video titles. Select the Marquee.1 template from the Video.Titles folder. Add the appropriate title information for your production to the marquee, and save the slide. Then use the Copy tool to copy the information you added to the marquee. Make sure the block you copy includes some of the black and white checkered area surrounding the center of the marquee.



Now select the Marquee.2 template from the Video.Titles folder. When you select Paste from the TOOLS MENU, the text you copied from the Marquee.1 template will appear on your screen. Move the block so that the orange lines in the block align with those on the template. Then stamp the block on the screen. Save this second slide under a different name.

Finally, create a script using a flicker effect to connect the two slides. When you display the title sequence, the text will remain static while the lights on the marquee will flash.

For another interesting effect, use the Wipe Down effect as a transition between the Slate.Open and Slate.Close video title templates. Then watch the slate "clap" shut on the screen.

TEACHING GUIDE

Slide Shop is a remarkable multimedia tool that opens an entirely new range of uses for computers in schools. With *Slide Shop*, students, teachers, and administrators can create self-running slide show disks and video presentations for a wide variety of educational applications. Here are just a few of the ways that *Slide Shop* can be used in and around your school:

- Students can create multimedia reports, slideshows to support oral presentations, stories that include graphics and sound, greeting cards, "video letters," and title sequences for videotape productions.
- Teachers can create "filmstrips-on-a-disk" that introduce or review key curriculum topics. The lessons can then be displayed on a large monitor in front of the class, or distributed on disks to students. Teachers can also copy the disks and exchange them with other teachers.
- Administrators can create informational displays for school lobbies and other high-traffic areas, as well as slide shows that support presentations to parent groups and school boards.

Slide Shop is simple to learn and easy to use. It features a friendly pull-down menu design, prompts and an on-screen Slide Shop Help Show to guide you through each step. In addition, *Slide Shop's* borders, templates, fonts, drawing tools, and clip art make it easy to quickly create exciting teaching and display materials.

Slide Shop presentations are stored on self-running show disks. In other words, once you have created a *Slide Shop* presentation, you do not need the program disk to display the presentation. This allows teachers to send Show disks home with students, or to groups or individuals outside of your school. As long as access to an Apple IIe (128K), IIC, or IIGS computer can be gained, anyone can display the presentation that is stored on the disk.

What's in This Teaching Guide?

This teaching guide is divided into four major sections: the introduction, which you are reading now, and three activities sections. The first activities section, Special Events and Classroom Activities, provides ideas for fun classroom projects like special events and holiday presentations. The second activities section, *Slide Shop* Across the Curriculum, suggests specific uses for *Slide Shop* in language arts, science, social studies and art projects. The third activities section, Using *Slide Shop* For School-Wide Displays, provides ideas for creating *Slide Shop* announcements that can be displayed for the entire school to see.

While some of the activities provide step-by-step instructions, others simply suggest a creative use for *Slide Shop* in your school or classroom. Please note, however, that each of the activities assumes that you are already familiar with the *Slide Shop* program. If you are not familiar with *Slide Shop*, begin by completing the Tutorial section of this User's Handbook. The Tutorial introduces you to most of *Slide Shop's* features and functions. Once you have completed the Tutorial, you should be ready to try the activities on your own. If questions come up as you are completing an activity, turn to the Reference Guide section of this User's Handbook for answers. The Reference Guide includes detailed information about all of *Slide Shop's* functions.

***Slide Shop* Show Disks: A New Type of Teaching Resource**

Think of your *Slide Shop* Show disks as a new type of teaching resource. The disk can be used again and again with several classes and in a variety of teaching contexts. If necessary, update the show by adding or deleting slides. If students were absent for a particular lesson, hand them a copy of the Show disk and have them review it on their own.

NOTE: Once you have created a Show disk, use a copy program to make at least one backup copy for your teaching files. Be sure to label each copy carefully, using a title that will remind you of the contents of the presentation (Causes of the Civil War, Intro to Lab Techniques, Parents' Night, etc.).

You may also want to consider starting a *Slide Shop* exchange with other teachers. Make copies of your slide show disks, add a label that describes the contents of the disk, and store the disks in a location that is accessible to all of the teachers who are participating in the exchange. To help teachers find the specific Show disks that match their needs, store the disks in files organized around various curriculum areas and topics. You may also want to print the slides on each disk and use the printouts as documentation.

Another useful way to use *Slide Shop* is to build "slide stacks"—groups of slides that can be reused in different slide shows (slides featuring the school mascot, local landmarks, specific curriculum themes, etc.). Use these slides in shows that you or your students create, and share them with other teachers. For some additional ideas, see the section titled "Using *Slide Shop* with Existing Graphics" appearing later in this introduction.

Displaying *Slide Shop* Presentations

You can display your slide shows in a variety of ways. The method you choose will depend on the purpose of the slide show, the size of the room in which you will present the show, and the equipment that is available to you. Here are some suggestions:

- If you will be presenting the show in a classroom or meeting room, you can connect a computer to a large-screen (20-inch diagonal or wider) monitor. In many schools, these jumbo-size monitors are used to display images to class-size groups in computer labs, or as part of videocassette playback systems.
- If you will be presenting the show in a lecture-hall size room, you will need multiple large screen monitors, a video projection system, or an image projection device that works in conjunction with an overhead projector. Currently, these overhead projection systems display in monochrome or one color only.
- If you will be using the show as a self-running display, you can set a standard or large size monitor in an office window or lobby area. Then connect the monitor to the computer that will run the show or to a VCR that will run a videotaped copy of the show.

Of course, you can also display your show on a standard-size computer monitor. This option is appropriate for presentations to small groups, or for situations in which the show will be viewed by individual students, parents, teachers, or administrators.

Recording *Slide Shop* Presentations on Videotape

One option for displaying and distributing your slide shows is to record them on videotape. You can also use *Slide Shop* to create title and graphic sequences for school video productions. For instructions on recording your shows, see the *Slide Shop* User's Handbook.

Using *Slide Shop* With Existing Graphics

Slide Shop includes a complete set of internal tools for creating graphic slides. However, you can also use the Graphics Background option to incorporate "external" graphics (images created with or taken from other programs and sources) in your slide show—as long as those graphics are stored as single high-resolution images. Here are some external graphics that you might want to include in your slide shows:

- Screens created with any single high-res graphic program, or any graphic program that allows you to save screens in the single high-res format (Mouse Paint, Graphics Magician, 816 Paint, etc.).
- Graphics created with the Logo computer language and saved in single hi-res format.
- Screens from other computer programs (word processors, instructional programs, games, etc.) that you have saved using a screen capture system (for example, the Print It™ card with Save It software).
- Video images captured with Computer Eyes™ or any other system that allows you to connect a video camera to an Apple computer.
- Graphics captured with ThunderScan™ or any other system that allows you to scan and digitize illustrations from books and other still images.

Because it is compatible with images from so many different sources, *Slide Shop* is a true multimedia tool. To import an external image, you simply select Create New Slide from the FILE MENU and tell *Slide Shop* that you want to create a Graphic slide. Then select the Graphic Background option from the TOOLS MENU. The program will provide a list of the compatible images on the disk, and you can select and load the image as you would any graphic background. Once you have imported an external graphic into *Slide Shop*, the program treats it as any other graphic screen. You can draw on it, add text, copy sections of the image, save sections as clip art, etc. For instructions and additional information, see the Reference Guide.

NOTE: If Slide Shop will not allow you to load an external image, the image is probably stored in an incompatible format (double high-resolution, packed or encoded, etc.). If this is the case, you may be able to use a graphics conversion utility to convert the image so it is stored in an unpacked, single high-res form.

Visual Literacy, Media Literacy, Oral Communications Skills, Etc.

Slide Shop allows students to combine visual images, sounds and music, and text to create presentations and reports. This makes the program a very valuable supplement to courses and lessons that emphasize visual literacy, media literacy, oral communication, and other language arts skills. For suggestions on how you can use *Slide Shop* in these areas, see the activities sections of this Teaching Guide.

The Guide to Effective School Presentations

Your Slide Shop package includes The *Slide Shop* Guide to Effective School Presentations. This booklet includes valuable tips for planning, producing, and delivering powerful presentations. Use these tips to plan your own classroom or extra-curricular slide shows, or to help students prepare presentations for school or home use.

Managing the *Slide Shop* Disks

If you are using the 5.25-inch disk version of *Slide Shop*, your package includes a Master Program disk plus disks that contain clip art, fonts, borders, backgrounds, and sounds. Here are several tips for juggling these disks in the classroom:

- With the exception of the printer codes and help show, the *Slide Shop* program is memory resident. This means that, once the *Slide Shop* opening menu appears, you can remove the program disk from the drive. You will need to reinsert the program disk only when students want to set up the printer, view the Help show, or create a Show disk. Also, when students are ready to save a slide or script, they will need to insert a Show disk into the drive.
- If your students are using double disk drive systems, you can remove the Master Program disk from Drive 1 and place graphics/sound disks in both Drive 1 and Drive 2. Then, when students ask the program to load a font, sound clip, border, or graphic, they can press the Tab key to switch between the disks in the two drives.
- If your students are using single drive systems, they will need to do a bit more disk swapping. Through practice, students will discover which graphics and sound disks they tend to use most often as they produce slide shows.

NOTE: If you are using the 3.5-inch disk version of Slide Shop, all of the program, sound, border, clip art, background, and font files are included on one 3.5-inch disk. This eliminates the need for disk swapping. If you are using the 5.25-inch disk version of Slide Shop, you can make copies of Disks B and C.

***Slide Shop* as a Group Activity**

Many of the activities in this teaching guide assume that students will be working in groups to create *Slide Shop* presentations. As they plan and design their slide shows, students must learn to work together to develop a single, coherent message for their presentation. Ask the groups to begin by defining the goal of their slide show. Then, as next steps, have the groups develop an outline for the presentation and a storyboard that describes each slide that they plan to include. For more hints about planning presentations, see the *Slide Shop* Guide to Effective School Presentations.

Once the groups have developed an outline and storyboard, group members can take turns at the computer creating the slides for the presentation. Remember, though, that all of the slides for a presentation must be stored on the same Show disk. Students can save the slides to one Show disk as they create them, or you can collect the slides from separate disks and copy them to the Show disk at a later time.

Students can print copies of their slides for review by the group. Then the group can work together to create the script for the show. The groups may also want to use the Print Script function to create printouts of their scripts for review and discussion away from the computer.

SPECIAL EVENTS AND CLASSROOM ACTIVITIES

This section suggests ways that you can use *Slide Shop* to highlight holidays and other special events in the classroom. Although most of the activities are appropriate for students in grades 4-8, they can be modified for use with older or younger students.

Holiday Slide Shows

Your class will enjoy using *Slide Shop* to create holiday art projects. The Art and Sound disks contain graphics and sounds for almost every holiday and season. Here are some suggestions for creating and displaying seasonal slide shows.

Spooky Slide Shows for Halloween

Slide Shop contains many haunting graphics that students can use as the building blocks for spooky Halloween displays. Those graphics include not only the Halloween background, but the bat, ghost, pumpkin, and witch clip art as well. And don't forget to add some appropriate sounds and music! The Music folder contains several songs that might add a mysterious note: The Truth, Dirge, and Beethoven's Fifth. In addition, the Sound Effects file contains such atmospheric sounds as Knocks and Ticktocks.

Here are some instructions for a Halloween slide show that will teach students a simple animation technique they can use in other slide shows. They will learn how to make it seem that a piece of clip art has suddenly "appeared" over a background graphic. Have students use this technique to make a Halloween ghost "materialize" in front of a halloween greeting.

Here is how it's done:

1. Choose to create a new Graphic slide.
2. Open the TOOLS MENU and select Graphic Background. (Make sure the disk containing graphic templates is in the disk drive). Then select Stage from the Templates menu.
3. Open the TOOLS MENU and select clip art. (Make sure the disk containing clip art is in the disk drive).
4. Open the Holidays file. Then select Pumpkin from the list of clip art that appears.
5. Move the pumpkin to the bottom left of the screen. Then stamp the pumpkin onto the screen.
6. Open the TOOLS MENU and select clip art again.
7. Open the Holidays file and select Bat.
8. Move the Bat to the top right of the screen and stamp it onto the screen.
9. Open the TOOLS MENU and select Type. Select Broadway 24.

10. Move the cursor to the top left of the screen and type **HAPPY**. Press Return. (The cursor will move beneath the H in Happy). Type **HALLOWEEN!** Stamp it onto the screen.

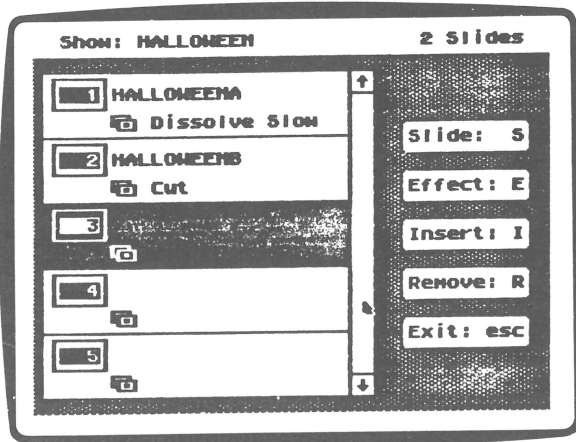


11. Open the FILE MENU and save this slide. Name it Halloween.A.
12. Open the TOOLS MENU and select clip art.
13. Open the Holidays menu and select Ghost. Move the ghost into the blank space on the screen and stamp it into place.



14. Open the FILE MENU and save this slide under a new name, Halloween.B.
15. Open the FILE MENU and choose Create New Script. Name the script Halloween. Then choose Edit Script.

16. Type **S** or click on slide. Choose the Halloween.A slide.
17. Type **E** or click on effect. Choose Dissolve Slow.
18. Move to Slot 2 and choose the Halloween.B slide. Your script should now look like this:



19. Escape to the main Menu Bar and select Preview Script to see the show or select Save Script in the FILE MENU to save your Halloween script.

When you preview or display this slide show, it will look as if the ghost has suddenly "materialized" onto the Halloween scene.

Here are some additional animation effects students can add to their script to make clip art "appear" and "disappear": diamond in diamond out, fade black fast, fade white slow, flicker fast, fuzzy focus, and venetian blind.

Suggest that students experiment with each effect to find the ones they like best.

Slide Shop Talks Turkey

Have your class present the story of "The First Thanksgiving" as a slide show. To create this historical slide story, students should mix graphic slide illustrations with text screen explanations. They may want to begin by creating a graphic slide title screen, followed by a text screen that introduces the story. Remind students that the Holidays Clip Art file contains a cornucopia, pilgrim and turkey. Also, the sound folder contains music and sound effects that can be used to add emphasis to different parts of the story.

Season's Greetings from Slide Shop

Slide Shop is a terrific tool for creating Christmas and Hannukah cards and displays. The Art and Sound disks contains many seasonal graphics and sounds, including the following:

- The Winter and Xmas full-screen background graphics..
- The angel, dreidel, gift, menorah, Santa, bells, and Christmas tree in the Holidays clip art folder.

- The snowflake clip art in the Miscellany clip art folder.
- *Jingle Bells* and *We Wish You a Merry Christmas* from the Music folder.
- *Season's Greetings!* and *Merry Christmas* from the digitized speech folder.

When you display your holiday slide show, you can also print and distribute slides from the show as holiday cards.

Once students have mastered the "appearing" and "disappearing" animation techniques they learned in the Halloween slide show, they might enjoy creating this "before" and "after" Christmas slide show in which the packages placed beneath a Christmas Tree will "unwrap" to reveal the gifts inside. To do this, follow these steps:

1. Choose to create a new Graphic slide.
2. Open the TOOLS MENU and choose Clip Art. Then open the Holidays clip art file and choose Xmas.Tree. Stamp the Christmas tree once in the middle of the screen.



3. Now escape to the TOOLS MENU and choose the Gift.Box from the Holidays clip art folder. Stamp the Gift graphic five times around the Christmas tree.

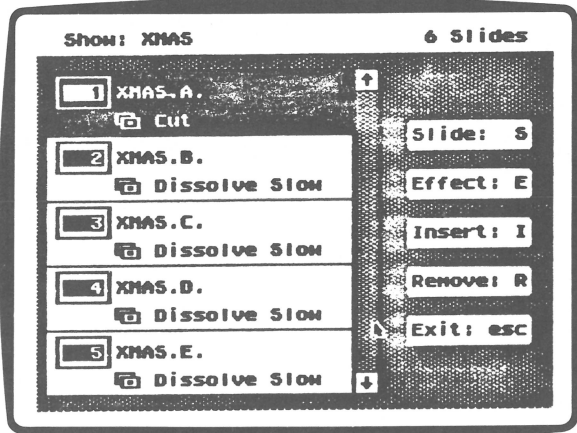


4. Open the FILE MENU and save this slide as Xmas.A.
5. Now "erase" one of the presents. There are two ways to do this: (A) Open the TOOLS MENU and choose Copy. Copy a square of white space above the Christmas tree. Then move this square over the gift; or (B) follow the instructions in the User's Guide to change the color to white. Open the TOOLS MENU and use the Brush option to erase the gift.
6. Now place an "unwrapped" gift where the present used to be. Open the TOOLS MENU and choose Clip Art. Close the Holidays folder and open the Miscellany file. Choose the Globe clip art. Stamp the globe where the first wrapped present used to be.



7. Open the FILE MENU and save this slide under a different name, for example, Xmas.B.
8. Follow steps 5 through 7 to erase each present and replace it with a gift that you chose from one of the Clip Art files. Remember to save each edited slide under a different name.
9. When you finish with the last slide, open the FILE MENU and choose Create New Script. Name the script, and then choose Edit Script.

10. Follow the instructions in the User's Guide to insert each Christmas slide in a frame according to the order they were created. Use the same effects you learned in the Halloween slide show to link these slides together. (dissolve fast or slow, fade black fast, fade white slow, flicker fast, fuzzy focus, etc.). The script should look something like this:



When you preview or display this Christmas slide show, it will look like each gift has been "unwrapped" to reveal its present!

Students can use these same techniques to create a slide show where Santa "appears" and decorates the screen with holly and bells. Or a choir of angels can appear one by one on the screen and then sing "We Wish You A Merry Christmas."

Students can also create a seven slide display in which each candle of the menorah is lit. Or finally, create a series of slides in which the dreidel appears in slightly different positions (for example, press H to flip the dreidel horizontally, move it slightly, stamp it in the new position, and save this as a new slide). Then make a script linking these slides together. Give each slide the Flicker Fast effect. When you display this slide show, the Flicker effect will make it appear that the dreidel is spinning.

Birthday Wishes from *Slide Shop*!

Students will enjoy using *Slide Shop* to create birthday slide shows. Have students follow the Tutorial on page 17 to see how it's done.

As a variation on the Tutorial, ask each student to create an individual slide, giving a special birthday greeting to a classmate or containing a graphic of a gift they would like to give. Remind students to add sound to these birthday slides. (Both the Music and Speech folders contains versions of Happy Birthday.) Then link each student's birthday slide together in a script. The result will be a collaborative card that contains individual contributions from each student.

Additional Holidays

Students can use *Slide Shop* to create slide shows for all the major holidays of the year. *Slide Shop* features Background and Clip Art for Easter, St. Patrick's Day, Valentine's Day, Flag Day, and the Fourth of July.

Displaying Your Holiday Slide Shows

Here are some ideas for displaying your student's seasonal slide shows:

- Set the computer up in your classroom. Then have an "open house" inviting other classes to visit and see the slide show.
- Place a computer on a rolling A.V. stand, and "roll" your holiday slide show into neighboring classrooms.

NOTE: You can also record and display your show on a VCR. See Using Slide Shop With Your VCR in the Reference Guide.

- Install the computer inside a glass case in a hallway or lobby. (If you want the slide show to display continuously during a school day, remember to choose Auto, and for Recycle choose Yes.)
- If your school is presenting a holiday musical program, set the computer up on an A.V. stand in the lobby and use the show to greet concert goers.
- Since the Show disk is self-booting, students can make copies of Show disks to bring home. Or your class can even mail a copy of the Show disk to a computer lab at a neighboring school (and exchange Christmas Cards on disk!).

Don't forget that students can also print their slides and display them on the bulletin board. Christmas or Birthday slides can also be printed, and then given as greeting cards. (You may even want to sell decorated printouts of the slides to raise money for a school-related organization.)

Slide Shop Show and Tell

Students can use *Slide Shop* to create and present show-and-tell stories, as well as to introduce themselves to each other. For example:

Welcome Back!: You can create a slide show welcoming students back from summer vacation, holiday break, or to a new semester. For example, select to create a new Graphic slide. Then use the Background graphic option from the TOOLS MENU to select the Chalkboard graphic. Type your welcoming message inside the chalkboard in white. You can even use the animation techniques you learned in the Holiday Slide show to have each word appear one at a time on the chalkboard. For example, the first slide could contain the word WELCOME, and the second slide could contain WELCOME BACK.

Show and Tell: Each student could design a slide using text or graphics to describe an interesting event that happened to them during the week. Remind students to type their name somewhere on the slide. Insert each students' slide in a script and then display the show to the class.

What I Did On My Summer Vacation: Follow the above example to have each student design a slide describing their vacation.

Pleased to Meet You!: Here is a great way for students in a new class to get acquainted. Each student can create a text or graphic slide describing themselves. They can write a short description of their family, or they could use the Clip Art files to illustrate their favorite after-school activity. Insert each slide in a script, and display the slide show to the class. (If you create this slide show in the beginning of the year, hold on to the Show disk. That way, if new students enter the class midyear, you can invite them to add their own slide to the script. Then display the show again to the class, so the new student and fellow classmates can get acquainted.)

SLIDE SHOP ACROSS THE CURRICULUM

Slide Shop is a powerful tool for creating and supporting many different kinds of curriculum activities. Students can use *Slide Shop* to present graphic reports, write and illustrate stories, create artwork, and as support for oral reports. This section suggests a few projects that will help you and your students start to apply *Slide Shop* across the curriculum.

Slide Stories

Grade Levels: Primary, Intermediate, Junior High, High School Curriculum Areas: Language Arts, Social Studies, Art

Encourage students to write and illustrate stories with *Slide Shop*. Here is a suggestion for a story that will involve the entire class. First, have the class choose a character to write about (for example, students in the lower grades might write about a chimpanzee astronaut). Then, have students use *Slide Shop* to write and illustrate a story about this character. The first student should begin by creating a slide that introduces the character, and that places the character in a dangerous predicament (for example, the chimpanzee's space capsule is spinning out of control toward the moon!). If appropriate, the student can add sound or graphics. Then, have the second student continue the story on the second slide by explaining how the character escapes the first "jam" (for example, the monkey skids to a safe landing inside a crater). This student, too, should leave the character in another "cliffhanger" situation (the monkey is trapped in the crater!). Each student should add a slide to the story, with the last student responsible for bringing the plot to an appropriate resolution. Then create a script that places each slide in the correct order. Be sure to use different special effects to link each slide in this cliffhanger. Then display the story to the class.

Students in the upper grades may want to work individually to create complete stories. Encourage students to think of each screen as a "story element" and of the script as a "story map" that combines these elements to create a coherent tale. Students should be prepared to discuss what each slide screen contributes to the development of the story.

As an extension activity, have students print each slide from their story on a separate page. Then instruct students to shuffle the pages and hand them to another student, who must sort them into the proper order. What clues did the second student use to determine the proper order? Is there more than one appropriate structure for the story. If students come up with more than one structure, have them use the Edit Script function to arrange the script in their alternative structures. Then save this script under a different name, and run the show. Does it make sense? Does it tell a different story than the show as it was originally scripted?

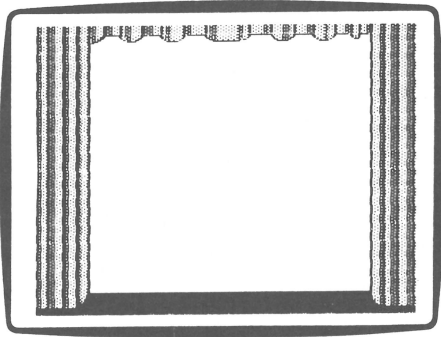
As a challenge activity, prepare a Show disk that contains a number of screens that could be combined into a story, but have been saved in random order. Be sure not to use filenames that suggest the proper sequence (Intro, Scene1, TheEnd, etc.). Print copies of the slides on individual sheets, and hand sets of these sheets to individual students or groups of students. Ask the students to organize the slides into a story. How many different stories do students create? If you have the necessary time and equipment, give each student or group of students a copy of the Show disk that contains the slides, and have them use the Edit Script option to create a script for their version of the slide story. Then display the shows in a Slide Story festival.

Slide Shop Shakespeare

Grade Levels: Intermediate, Junior and Senior High
Curriculum Areas: Language Arts, Art

Students can use *Slide Shop* to create animated comic strips, graphic stories, or, as in the following activity, a *Slide Shop* play. When students display their *Slide Shop* dramas, it will appear as if characters in the plays are acting on a theatrical stage. Working individually or in groups, have students begin by choosing to create a new Graphic slide. Then follow these steps:

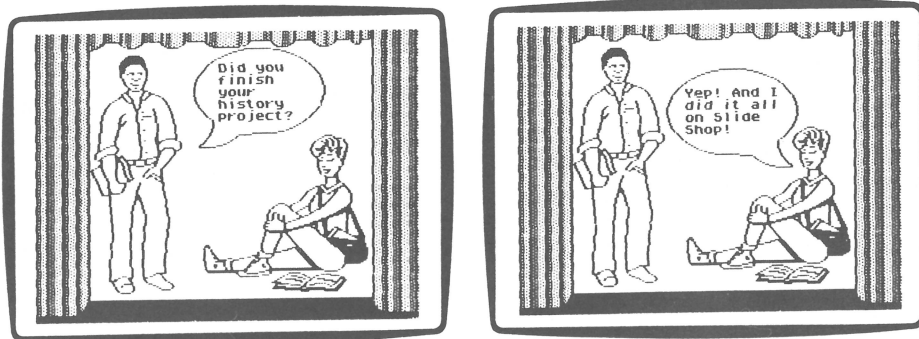
1. Open the TOOLS MENU and choose Background graphic. Select Stage from the Template folder. This will be the stage on which the action of the play will take place:



2. Then, have students use the Clip Art option to choose characters for the play (for example, the boy, girl, man, or woman from the People clip art file). Stamp each character selected in the white area of the stage. If the character is not facing in the correct direction, press the H key to flip the clip art horizontally before stamping it on the screen.

NOTE: To help students prepare to write their stories, duplicate and distribute copies of the pages from the Reference Guide Appendices that show the different characters available in the People clip art folder. Have students plan a story around these characters. Older students may want to write dramas that examine, extend, or parody plays or other literature that they are studying in class. In addition, Scholastic publishes Slide Shop graphics and sound "add-on" packs that include figures from history as clip art. Using these characters, students can create Slide Shop dramas based on historical events. For information, see the ordering form included in your Slide Shop package.

3. Now add dialogue inside speech balloons. To do this, open the Miscellany Clip Art file and choose Speak.Bubble1, Speak.Bubble2, Thought.Bubble.1 or Thought.Bubble.2. Then use the Text option to type the text. Additional text (a caption or scene title, for example) can be added by typing in white ink in the black area below the stage.



4. Open the FILE MENU and save the first slide. Use a name that will remind you of the contents of the slide or of the order in which it should appear (ActI.Scene1, Opening, etc.).
5. Repeat steps 2 through 4 to create the second slide in your play. Then save the slide under a new name. Repeat these steps until you finish the last slide of the play. Be sure to save each slide under a different name.

As students are creating slides for their plays, they can use the following techniques to move, add, or remove characters.

- Move characters by using the TOOLS MENU's Copy option. Copy the character, then move this copy to a different part of the stage. If part of the old graphic still appears on the screen, erase these stray lines, either by using Copy again to copy a "blank" area and covering the stray lines with it, or change the ink color to white, and then use the Brush option to erase the stray lines.

NOTE: Once you have selected an area of the screen to copy, you can press the H or V key to flip the area horizontally or vertically.

- Make characters appear by adding graphics from the Clip Art files and stamping them on the stage.
- Remove characters by using the Copy or Brush option to erase them.

Students may also want to leave the same characters on the screen for several successive slides, and simply change the dialogue inside the balloons. They can also add music, sound effects or digitized speech to each slide.

6. Once students have finished all of the slides for their play, open the FILE MENU and choose Create New Script. Give the play a name, and then choose Edit Script from the EDIT MENU. Insert each slide in the proper order, and use effects such as Dissolve or Wipe to connect the slides. These effects will help smooth the transition between each slide and make characters and dialogue appear as if by magic.)

NOTE: In addition to various wipe and dissolve effects, the following three effects will give very interesting results when used with the Stage background. They are: Jaws Open, Merge Line, and Sliding Panel. In particular, you may want to use these effects to signal a break between the different "acts" of slide plays.

7. When you finish, open the FILE MENU and choose Save Script to save your script. When you preview or display your play, it will appear as if the stage is stationary, and that the characters and text are appearing on the stage.

Book Reports on Disk

Grade Levels: Primary, Intermediate, Junior High
Curriculum Areas: Language Arts

Students will find that *Slide Shop* is an exciting way to present book reports. If students are writing short book reports, they can use Graphic slides and write the report inside the Book background graphic. If they are writing longer book reports, they can use Text slides in combination with Graphic slides that illustrate key points. For both Graphic and Text slides, students can accent their comments with sound effects. For example, on each slide where students describe what they liked about the book, they can add the Sound Effect's Swoop Up sound. Or, for each slide that describes something they didn't like, they can use Swoop Down.

Slide Mail

Grade Levels: Primary, Intermediate, Junior and Senior High
Curriculum Areas: All

Use *Slide Shop* to create "slide mail" that students send to students in other classes, school buildings, cities, states, or even countries. Remember, because Show disks are self-booting, the students who receive the slide mail will not need the program disk to display the shows. If they are sending disks to students in other states or countries, encourage students to create slide shows that provide information about local customs, activities, and traditions (maple sugaring in Vermont, growing grain in the Midwest, etc.). Students should also encourage their "slide pals" to respond with their own slide shows.

Slide Show Juke Box

Grade levels: Primary, Intermediate, Junior and Senior High
Curriculum Areas: Music, Art

Students will enjoy creating their own Slide Show Juke Box. Instruct students to choose songs from the program's Music files and illustrate them using Graphic slides. Then insert each slide in a script, and display the *Slide Shop* concert.

Slide Libs

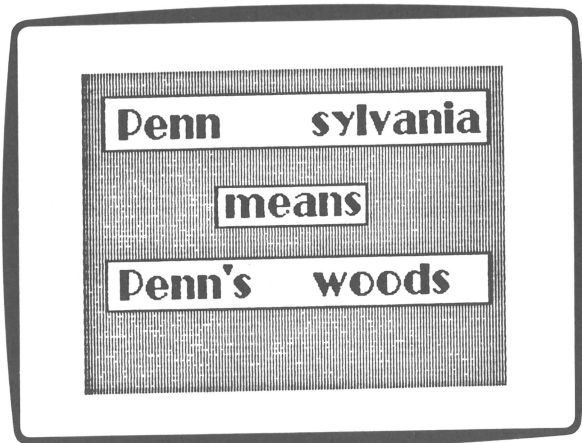
Grade levels; Primary, Intermediate
Curriculum Areas: Language arts

Your class will go mad over "Mad Libs" slide shows. Begin by asking the class as a group to choose the character or situation that they want to write about. Then, have each student create a single slide using that character or situation (for example, a dog named Ralph that can program computers). Each slide should illustrate part of a story through words and/or pictures. Students should not tell each other what they are writing. Then ask a different student to link these slides (not knowing what they contain) in a script. View the slide show with the class to see the story that appears. If you like, ask another student to create a new script using the same slides inserted in a different order. Then view the slide show again to see how the story has changed.

Oral Reports

Grade level: Primary, Intermediate, Junior and Senior High Curriculum Area: All

Slide Shop can lend support to students' oral reports. Creative slides can emphasize important points of their reports. For example, if a student is telling the story of the thirteen colonies, they can create 13 slides, each slide displaying the name of the colony and what that name means.



Students should display the slide show in Manual mode. As they present their report, they can press the Space Bar to display the slide that supports the next point that they will make.

Teachers can also use this technique for emphasizing new curriculum concepts or vocabulary words. If students were absent on the day of the presentation, they can catch up by watching the show on their own.

Slide Shop Tribune

Grade level: Primary, Intermediate, Junior and Senior High
Curriculum Area: Language Arts

Students will enjoy using *Slide Shop* to create their own school news displays that review recent happenings and announce upcoming events. They can write the stories on Text slides, and illustrate them with Graphic slides.

NOTE: When the news show is "hot off the press," you can set up your computer in a hallway or glass case, and display this slide show to the entire school. (See "Using Slide Shop in School-Wide Displays" for suggestions about the kind of slides you can incorporate in your Slide Shop News, as well as suggestions on setting up your computer.)

Slide Shop Flash Cards

Grade Levels: Elementary, Intermediate
Curriculum Areas: Math, Spelling

Slide Shop is an easy way to create flash cards for classroom review and practice. Create the flash cards as pairs of slides, with the first slide containing the question and the second slide the answer.

Display the slide show in manual mode. When a question slide appears, quiz the class for the answer. Then display the second slide to show the correct answer. Here are several subjects for which you can create test slides:

- **Mathematics:** Create a slide show of addition, subtraction, multiplication, or division problems. The first slide should contain the problem ($2 + 2 = ?$) The next slide should contain the answer ($2 + 2 = 4$).
- **Foreign language, English as a Second Language:** Create slides that test student on words—identifying the foreign word for an English word or vice-versa. For example, the first slide can contain a word in English, and the next slide can contain that word in French. For younger students, you can use Background or Clip Art for the first slide, and on the next slide type the foreign (or English) word for that graphic.
- **Spelling:** You can create a *Slide Shop* spelling bee for younger students by having the first slide contain a graphic of the word that you want the class to spell, and the second slide containing the correct spelling of that word.

Slide Show Lab

Grade Levels: Intermediate, Junior and Senior High Curriculum Areas: Science

If you teach a lab-style class and are not able to give each student individual step-by-step instructions, you can use *Slide Shop* to help create a slide show in which each step of the lab appears on an individual slide. Then insert the slides in a script. Set up the computer in the lab, and display the slide show on Manual. Tell students to follow the instructions that appear on the screen. After they finish each step, they simply press the Space Bar to continue on to next step.

NOTE: If you like, you can use prompts to tell the students when to press the Space Bar to go to the next slide. For example, if a particular instruction takes more than one slide, you can add a prompt (message) at the bottom of the slide that tells students to "Press the SPACE BAR to continue."

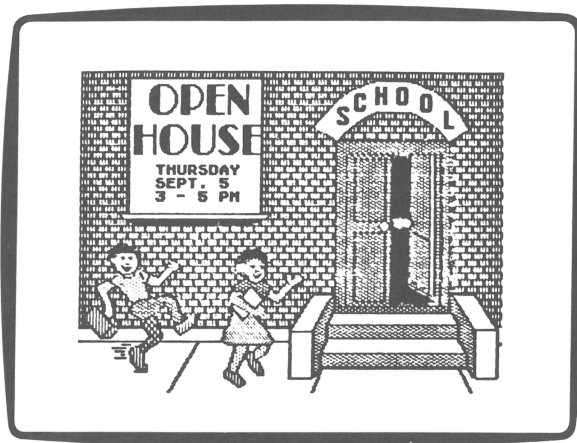
You can also use these "instruction shows" to help students who were absent for a particular lesson catch up.

USING *SLIDE SHOP* IN SCHOOL-WIDE DISPLAYS

Slide Shop is a powerful school-wide communications tool. Teachers, administrators, and students can use *Slide Shop* shows as an attention-grabbing way to announce upcoming games and events, club sales, or general school news.

NOTE: When running these "display" shows, remember to turn on both the Auto and Recycle options, so the show will run automatically and then repeat.

- Open House: Use *Slide Shop* to create a message welcoming parents to Open House. Your slide show can contain a general introduction, as well as directions to classrooms. If you like, use the Background option's General Welcome Announcement or the Back to School Night templates.



- **Electronic pep rally:** Use *Slide Shop* to create your own cheerleading display, announce upcoming athletic events or display scores from a previous game. Both the Background and Clip Art options contain art for all sports, from football to swimming. Use Graphic slides to introduce each category of sports, and use Text slides to write sports statistics or accounts of individual games. And don't be afraid to be creative. For example, you can use the animation effects you learned in the previous activities to have a football player "run" across the screen.



- **Slide Shop Hop:** Use *Slide Shop* to announce upcoming dances or proms. The School Dance graphic in the Background folder and the "Rock and Roll" tune in the Music folder are particularly appropriate for this purpose. In addition, the People clip art folder contains a boy and girl in formal prom wear. Use the animation techniques you learned in previous activities to have the couple "dance" across the screen as the date of the dance flashes on and off.
- **Science Fair:** Announce the upcoming science fair. Use the Science Fair and Science Class background art, or the test tubes found in the Tools clip art folder. Employ the animation techniques that you learned in previous activities to have the dates of the Science Fair "appear" in a cloud of smoke above the volcano display on the Science Fair background graphic.
- **Book and Computer Fairs:** Create a slide show display that lets school bookworms and computer fans know about an upcoming book or computer fair, or that announces general library news (new book and magazine articles, new computer software, new fines for overdue items, etc.). In creating the slides for these displays, consider using the Book background graphic and the book, computer, and pencil graphics found in the Tools clip art file.
- **Drama Announcements:** Create slide shows to announce an upcoming play or audition. Both the Background and the Clip Art folders contain the traditional "tragedy and comedy" masks. You can also use the Stage background to create an announcement using the techniques mentioned earlier in the "*Slide Shop* Shakespeare" activity.
- **Slide Shop Honor Roll:** Use the Honor Role or Trophy background to present the names of students who have made honor role or received academic awards. For an added touch, choose Sound from the TOOLS MENU, open the Speech folder, and select Congratulations.

- **Electronic Graduation:** Use *Slide Shop* to present graduation announcements. Consider having each graduate create a Text slide describing their future plans, and be sure to include Pomp and Circumstance from the Music folder. Display this slide show in a lobby area in Auto and Recycle modes.
- **School Sales:** You can use *Slide Shop* to promote all kinds of sales for different school organizations. Use the Price Tag, Car Wash, and Bake Sale background graphic. And don't forget that the Business clip art file contains a cash register, dollar bill, dollar sign, "for sale" sign, and sale tag.
- **Slide Show Sales:** Finally, sell slide shows themselves to raise money. Remember, because Show disks are self-booting, they can be displayed without the program disk.

How to Display Your Slide Show

Here are some suggestions for setting up your computer or VCR (if you have transferred your slide show to videotape) to display your finished production to the entire school:

***IMPORTANT:** If you will be setting Show disks to recycle for extended periods of time, be sure to keep a backup copy of the disk in reserve in case the first "wears out" through repeated contact with the drive heads. As a rule, you should always keep at least one backup copy of your Show disks.*

- Place the computer or VCR in a glass display case located in a lobby or office area. Make sure there are enough electrical outlets available in or near the case for the computer and the monitor. And keep in mind that, with the computer placed in an enclosed case, it may be difficult to hear the music and sound effects that you have added to your presentation.
- Place the computer or VCR in the library or media center where it will be seen by all students.
- Place the computer or VCR on a stand inside the entrance to a computer laboratory, where it will be seen by all students and faculty entering the lab.
- Secure the computer or VCR on a large table and place it in a lobby or alcove. Make sure the computer will not be accidentally bumped into, and that electrical cords cannot be accidentally unplugged.

If you have an extension video cord, you can place the monitor on the table or display case, and place the body of the computer or the VCR in another room or other secure location. Then stretch the video cord to the monitor, taping the cord to the wall or floor so it cannot be accidentally unplugged. You may also need to make provisions for extending the sound to the display area.

- For open house or parent's night, place the computer on an audiovisual cart. Position the cart in the lobby or prominent hallway.

These are just a few suggestions for displaying your slide shows in a way that will attract attention and get your message across. The method that is best for you will depend on the nature and purpose of your slide show and the layout of your school.

APPENDIX A: USING THE *SLIDE SHOP* 3.5-INCH VERSION

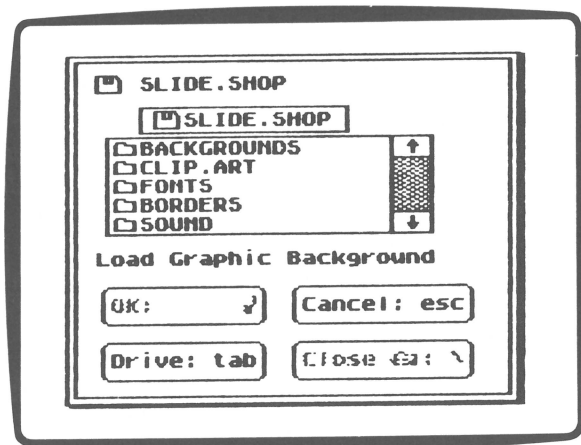
Overall, the 3.5-inch version of *Slide Shop* works the same as the 5.25-inch version. This Appendix describes the minor differences that you should be aware of when reading the User's Manual.

Using the 3.5-inch Disk

The 3.5-inch version of *Slide Shop* contains a single 3.5-inch disk. The disk contains:

- The *Slide Shop* Program
- The Demo Slide Show
- Graphic Backgrounds (Scenes and Templates)
- Fonts
- Borders
- Sound (Music, Sound Effects, and Digitized Speech)
- Clip Art

Since the graphics, sound, borders, and fonts are all stored in folders on the Master disk, you will not need to swap disks each time you want to use one of these files. When you make your selection from a *Slide Shop* pull-down menu, the *Slide Shop* disk menu will appear, listing the various folders on the disk.



Simply click on the folder you want to open. (Some folders, such as the Backgrounds folder in the example below, are sub-divided into additional folders.) Then click on the file you want to see. To close a folder, press \ or click on Close.

Demo Slide Show

To see the Demo Slide Show, open the APPLE MENU and click on Demo Slide Show. Then sit back and enjoy the show.

If you want to see the Demo Slide Show script, select Load Script at the FILE MENU. Click on the Demo.Show folder at the *Slide Shop* disk menu. Then click on the Demo file.

Creating a Show Disk

Like the 5.25-inch Show disk, the 3.5-inch Show disk is also self-booting. However, the 3.5-inch Show disk has 1487 free blocks of storage. This should be more than enough disk space to store almost any presentation.

To create a Show disk:

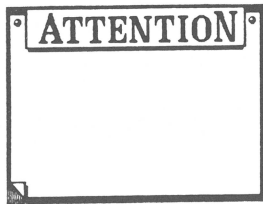
1. Click on Create New Show Disk at the APPLE MENU.
2. A menu will appear listing the disk drives currently connected to your computer. Click on the drive in which you want to create your Show disk.
3. Insert a blank disk in the drive you indicated in Step 2. Then press Return or click on OK to begin creating the Show disk.
4. First, the program will format your disk. Then:
 - If you are using two disk drives, the program will copy six files onto your Show disk.
 - If you are using one disk drive, you will need to swap disks several times. Each time the program asks for the Master disk, insert your *Slide Shop* disk and click on OK. Each time the program asks for the new Show disk, insert the Show disk you are creating and click on OK.

When your Show disk is ready, you will be returned to the main Menu Bar.

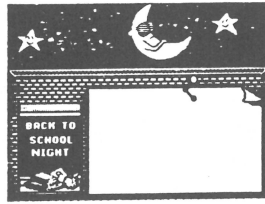
NOTE: To create a ProDOS formatted data disk, remove the program disk from the drive after you select Create Show Disk from the FILE MENU. When the program asks you to insert the Master disk, simply press Esc or click on Cancel to end the procedure. But remember, you should always use Show disks with Slide Shop to be certain that your slides and scripts are stored in the appropriate folder.

APPENDIX B:

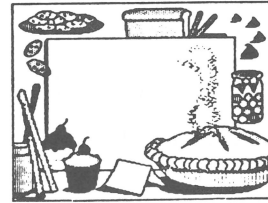
TEMPLATES (Disk B, Side 1)



ATTENTION



BACK.TO.SCHOOL



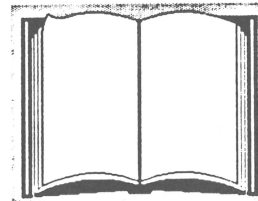
BAKESALE



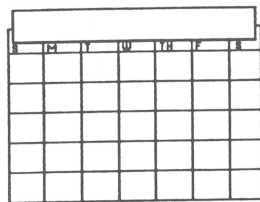
BLACK.ON.WHITE



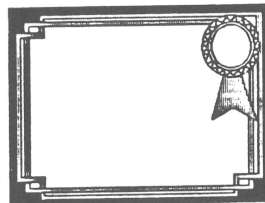
BURST



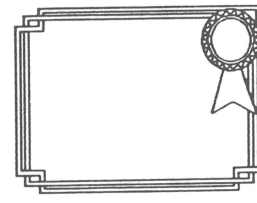
BOOK



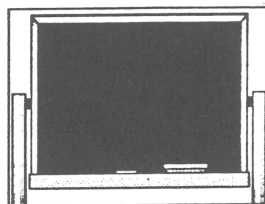
CALENDAR



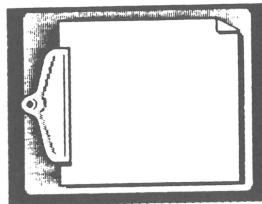
CERTIFICATE



CERTIFICATE2



CHALKBOARD



CLIPBOARD

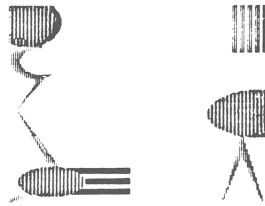


CONGRATULATIONS

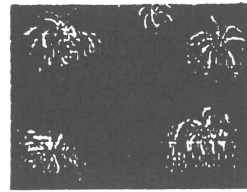
TEMPLATES (continued)



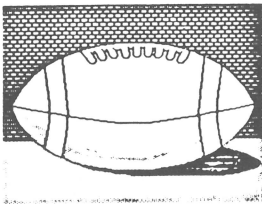
DANCE



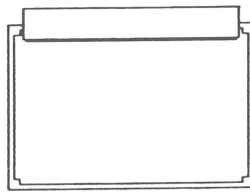
DESIGNER.II



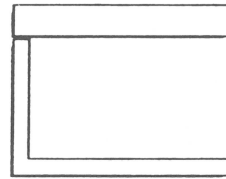
FIREWORKS



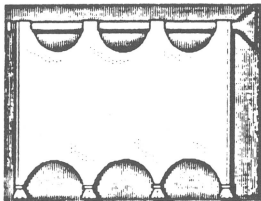
FOOTBALL



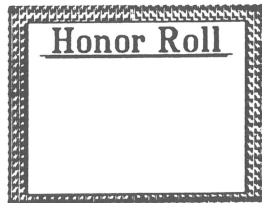
FORMAL



GRAPH



HERALD

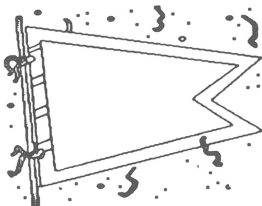


HONOR.ROLL

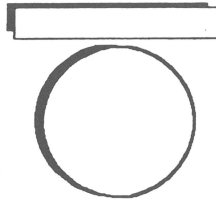
memorandum

TO:
FROM:
SUBJECT:

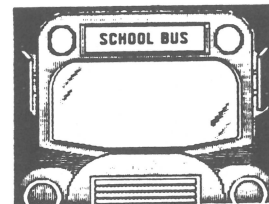
MEMORANDUM



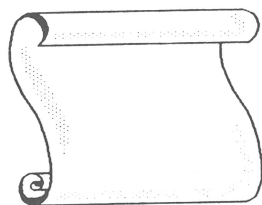
PENNANT



PIE.CHART



SCHOOL.BUS



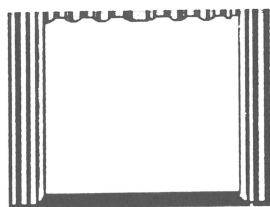
SCROLL



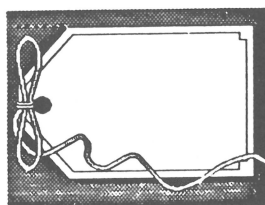
SPLASH



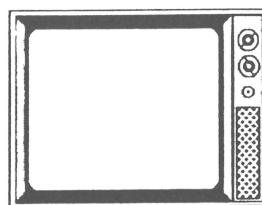
SPORTS



STAGE



TAG



TELEVISION

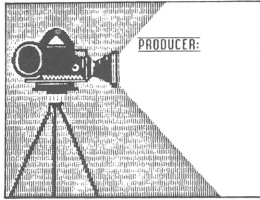


TROPHY

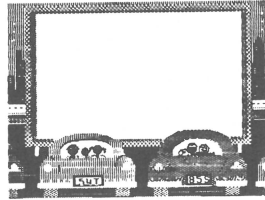


WELCOME

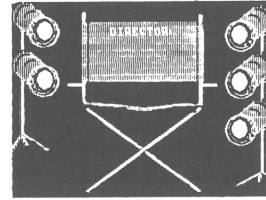
VIDEO.TITLES



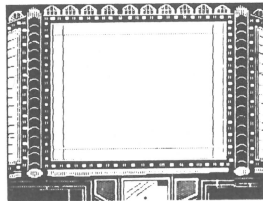
CAMERA



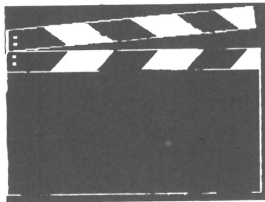
DRIVE IN MOVIE



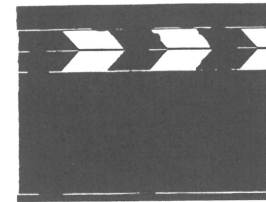
DIRECTOR



MARQUEE



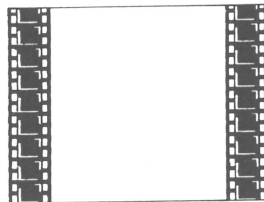
SLATE OPEN



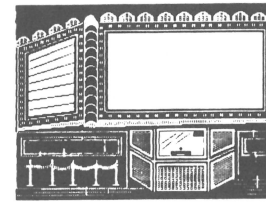
SLATE CLOSED



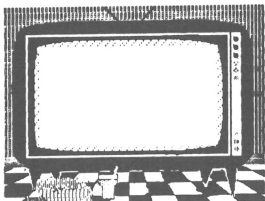
STARRING



FILM-STRIP



THEATER



TV

APPENDIX C:

SCENES (Disk B, Side 2)



AUTUMN



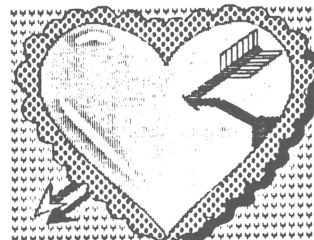
CARWASH



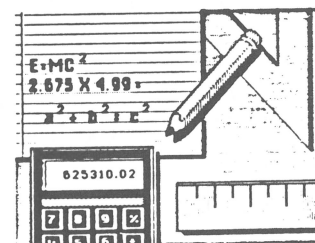
CHRISTMAS



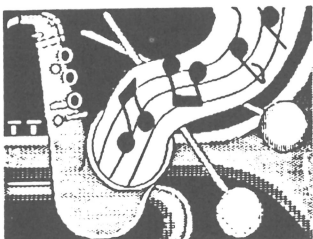
HALLOWEEN



HEART



MATH



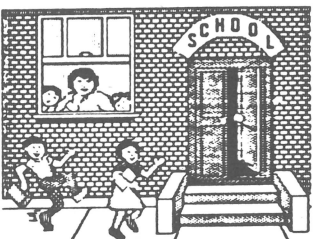
MUSIC



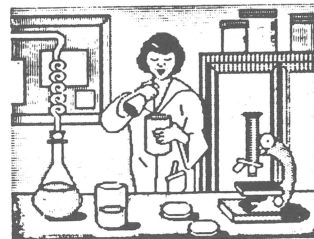
PARTY



PROM



SCHOOL



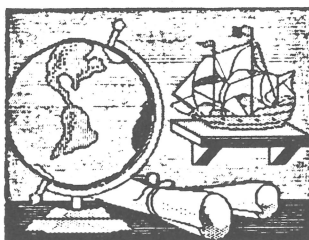
SCIENCE.CLASS



SCIENCE.FAIR



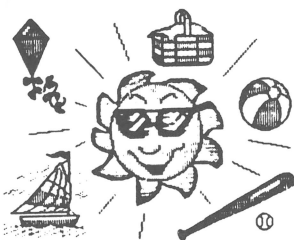
SEASONS.GREET



SOCIAL.STUDIES



SPRING



SUMMER



THEATRE



WINTER

APPENDIX D:

FONTS, BORDERS, SOUND

(Disk C, Side 1)

FONTS

Plaza. 24

Rialto. 18

Broadway. 24

Lyric. 18

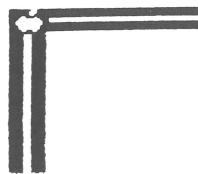
Orpheum. 12

Orpheum. 18

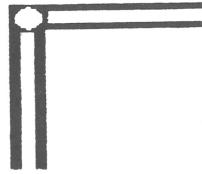
Orpheum. 24

Plaza. 12

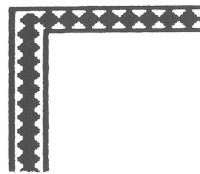
BORDERS



APPLE.LINE



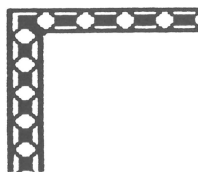
BALL.LINE



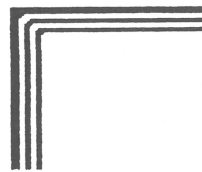
BAR.DIAMOND



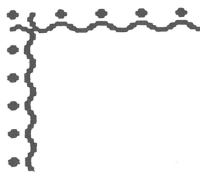
CHECKERS



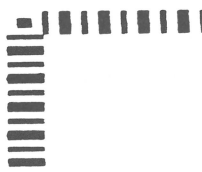
CIRCLE.BOX



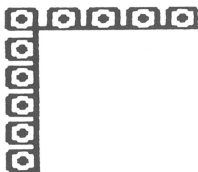
CLASSIC



CURVES



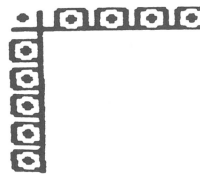
DASH



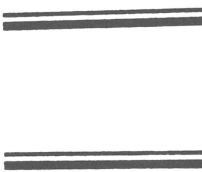
DECO



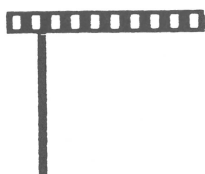
DIAMOND



DOT.LOOPS



DOUBLE.LINE



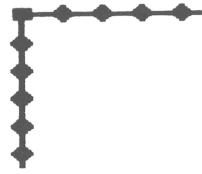
FILM



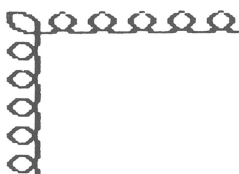
HAPPY.FACE



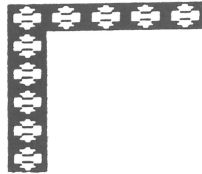
HEARTS



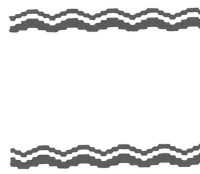
LINE.DOT



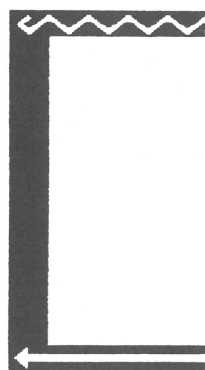
LOOPS



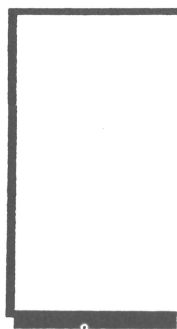
MARQUEE



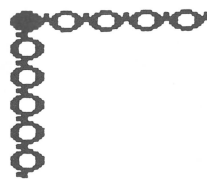
MEMPHIS.1



MEMPHIS.2



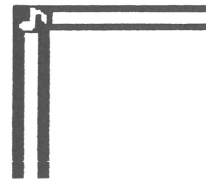
SHADOW



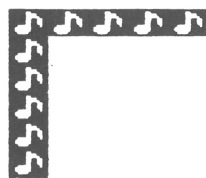
NEW.LOOPS



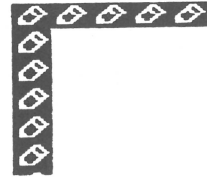
NEW.WAVE



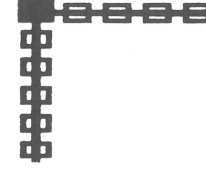
NOTE.LINE



NOTES



PENCILS



SQUARES



TRIANGLES



WAVE



ZIGZAG

SOUND MUSIC

AMERICA
AND.MANY.MORE
AULD.LANG.SYNE
BALL.GAME
BEAR.OVER.MT
BEGIN
BIGBEN
BRANDENBURG
BRIDAL.MARCH

CALL.TO.RACES
CHARGE
CIRCUS
DIRGE
DIXIE
EIGHTEEN.TWELVE
END.1
END.2
FANFARE1

FANFARE2
FANFARE2.LONG
FANFARE3
FIFTH
FUR.ELISE
HAPPY.BIRTHDAY
JESU.JOY
JINGLE.BELLS
LULLABYE

MUSIC (continued)

MERRY.CHRISTMAS	ROCKNROLL	
MOZART.INTRO	ROCKNROLL.LONG	TAUNT
PETER.AND.WOLF	ROLL.OUT.BARREL	THE.TRUTH
POMP.AND.CIRCUM	SPOOKY	VOLGA
REVEILLE	STAR.SPANGLED	WILLIAM.TELL
ROCKABYE.BABY	TAPS	YANKEE.DOODLE

SOUND EFFECTS

BUMP	POINT.A4	QUEEP1
BUZZER	POINT.A5	QUEEP2
CHIRPS	POINT.B1	RIVETER
DOODLE.UP	POINT.B2	SIREN
DRUMS	POINT.B3	STATIC
HELICOPTER	POINT.B4	SWOOP.DOWN
KNOCKS	POINT.B5	SWOOP.UP
MAGIC	POINT.C1	TELEPHONE
OOPS	POINT.C2	TICK.TOCK
POINT.A1	POINT.C3	TRAIN.WHEELS
POINT.A2	POINT.C4	ZAP
POINT.A3	POINT.C5	ZWIT

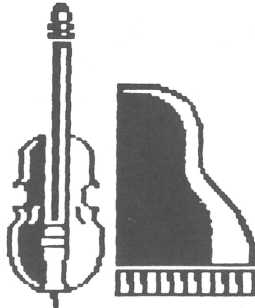
SPEECH

ATTENTION	PRESENTING
CONGRATULATIONS	SEASONS.GREETING
GOODBYE	SURPRISE
HAPPY.BIRTHDAY	THE.END
HELLO	WELCOME

APPENDIX E:

CLIP ART (Disk C, Side 2)

ARTS



INSTRUMENTS



MASKS



PALETTE

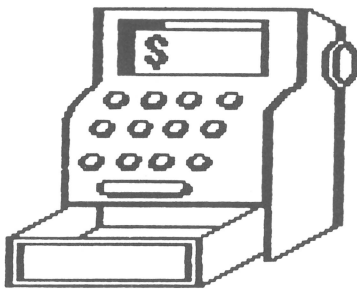


PAINTBRUSH



MUSIC.STAFF

BUSINESS



CASH.REGISTER



DOLLAR.BILL



DOLLAR.SIGN



FOR.SALE

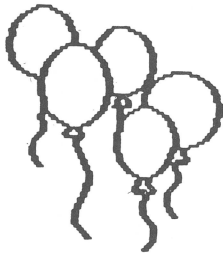


SALE.TAG



TELEPHONE

HOLIDAYS



BALLOONS



BIRTHDAY.CAKE



GIFT.BOX



CUPID



HEART HEARTS



SHAMROCK



BUNNY



EASTER.BASKET



U.S.FLAG



BAT



GHOST



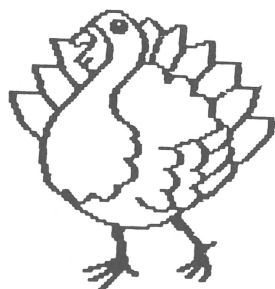
PUMPKIN



WITCH



PILGRIM



TURKEY



DREIDEL



MENORAH



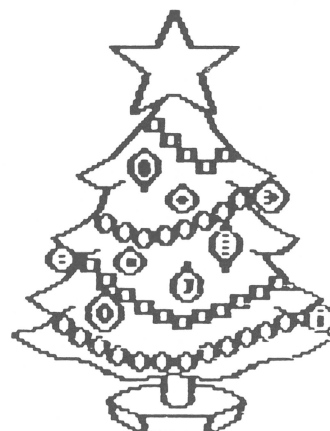
ANGEL



BELLS

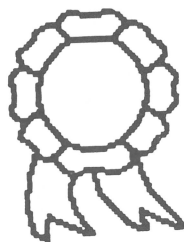


SANTA

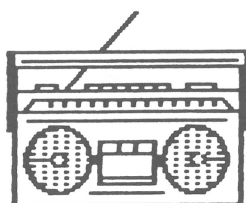


XMAS.TREE

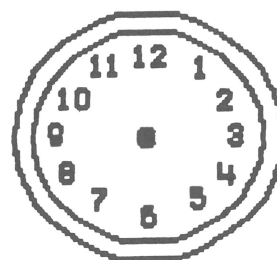
MISCELLANY



BLUE.RIBBON



BOOM.BOX



CLOCK

MISCELLANY (continued)



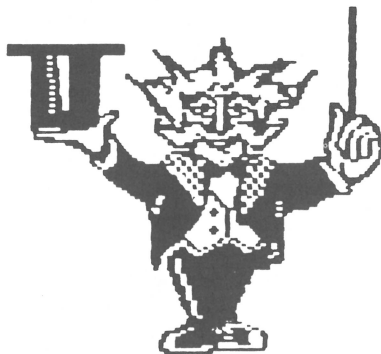
CLOUD



GLOBE



KEY



MAGICIAN



NO.SYMBOL



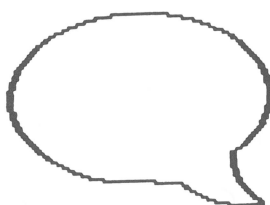
QUARTER.
MOON



ROSES



SNOWFLAKE



SPEAK.BUBBLE1



SPEAK.BUBBLE2



SUNSHINE

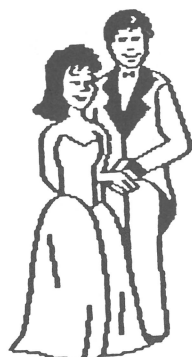


THOUGHT.BUBBLE1



THOUGHT.BUBBLE2

PEOPLE



COUPLE



MAN



TEEN.FEMALE



TEEN.MALE



WOMAN



YOUNG.BOY



YOUNG.GIRL

SPORTS



BASEBALL.F



BASEBALL.M



BASKETBALL.F

SPORTS (continued)



BASKETBALL.M



RUNNER.F

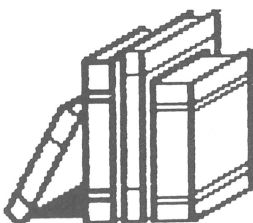


RUNNER.M

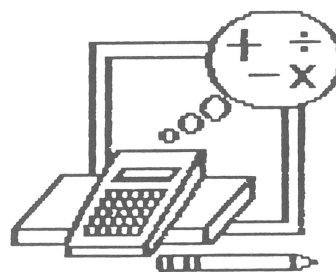
TOOLS



BEAKER



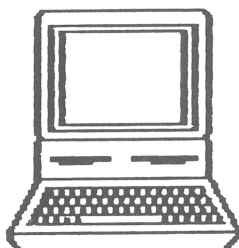
BOOKS



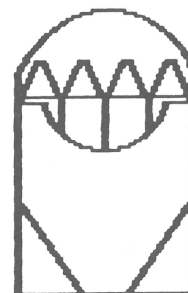
CALCULATOR



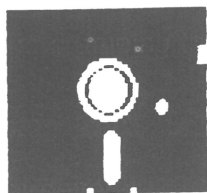
CAMERA



COMPUTER



CRAYONS



DISK



MICROSCOPE



PENCIL



TEST.TUBES

